

## *Arcola Prairie Place Rental Agreement*

### **Lights:**

Switches are located inside the northeast kitchen door.  
Please turn out lights when leaving.  
Fans are to be left on.

### **Furnace/Air Conditioner:**

Temperature should remain where set by Hall staff.  
If too cool, the temperature can only be raised by 2 degrees per hour.  
If too warm or noisy, turn control to unoccupied.  
If too humid, turn exhaust fans on.  
All controls to be returned to original settings when renter leaves Hall.

### **Kitchen & Bar:**

Kitchen and Bar area to be cleaned, and if any equipment is used, is to be cleaned and put away.  
Please leave dirty towels, etc. on island in kitchen.  
The renter is responsible for liquor permits and is responsible for any fines levied.

### **Skating Rink and Curling Rink Lobbies:**

Sweep the entire area.

### **General:**

Tables and chairs should be wiped down. Chairs should be stacked in 8's and placed in the northeast storage room.  
Rectangular tables folded and stacked **TOPS UP**. They should be stacked 10 per cart and stored underneath the stage.  
Please *carry* tables! Pushing them only loosens the screws holding the legs on.  
Please **DO NOT** sit or stand on tables. Any damaged tables are your responsibility.  
Cleaning supplies are located in the closet by the washrooms.  
Floors are to be swept and mopped.  
Bathrooms are to be cleaned, including toilets and sinks.  
Garbage cans to be emptied, bags tied, and placed in the Regents Disposal bin outside the main entrance.  
Replacement bags should be in the bottom of the can, but can be found in the pantry area of the kitchen should there be none.

### **Smoking:**

The renter is responsible for enforcing smoking laws and is responsible for fines levied.

### **Hold Harmless:**

The Town of Arcola and Prairie Place Complex are not responsible for liability or damages that may be attributed from other people or organizations' events taking place at the Prairie Place Complex.

**I have read, understand, and agree to comply with the Arcola Prairie Place Rental Agreement**

X \_\_\_\_\_ X \_\_\_\_\_  
Print Name Signature

### **Contacts:**

#### *Booking:*

Town of Arcola                      **Ph: 455-2212**                      **Fax: 455-2445**                      email: [arcadmin@sasktel.net](mailto:arcadmin@sasktel.net)

#### *Catering Services:*

Brenda Walter                      **Ph: 577-9026**