**Arcola Prairie Place Complex**

**Rental Agreement**

**Rental Rates:**

 **Hall:** $200.00 for one half day - plus $10.00 GST

 $400.00 per day - plus 20.00 GST (extra $100.00 +5.00 GST to rent kitchen)

 $1000.00 for a weekend (Fri, Sat, Sun – Kitchen included) - plus $50.00 GST

 **Hall Kitchen**: $200.00 per day - plus $10.00 GST (This fee is charged to everyone who is

 bringing in an outside caterer and not using the Hall’s Caterers).

 **Skating Rink Building:**

 Lobby Only: $100.00 per day - plus $5.00 GST

 Rink (Off Season): $250.00 per day - plus $12.50 GST

 $500.00 per weekend - plus $25.00 GST

**Curling Rink Building:**

Lobby Only: $100.00 per day - plus $5.00 GST

Whole Building (Off-Season): $200.00 per day - plus $10.00 GST

 $500.00 per weekend - plus $25.00 GST

Please make cheques payable to**: Town of Arcola**

Date of function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Booking:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Lights:**

Switches are located inside the northeast kitchen door.

Please turn out lights when leaving.

Fans are to be left on.

**Furnace:**

Turn control from unoccupied to occupied.

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.

**General:**

Tables and chairs should be wiped down. Chairs should be stacked in 8’s and placed in the southeast storage room. Rectangular tables folded and stacked *TOPS UP*. They should be stacked 10 per cart and stored under the stage. Round tables to be stacked on carts (11 per cart) and stored in the northeast storage room.

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 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 Regens Disposal bin on the parking lot.

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.

Upon inspection of the facility after your rental, and damages are found or it is not clean, you will be held responsible for the costs incurred to have repairs done or have someone come in to clean up after you.

Cell phone reception is not very good inside the hall. There is a cell phone booster. On the right side of the wall on the stage there is a switch. When the “Prairie Place” wagon wheel lights are on the booster is on.

**Contacts:**

**Town Office 455-2212**

**Cooper Ryan 575-7675**

**Lucas Hislop 577-8627**

**Matt Wheeler 421-2852**