



Facility Rental Information

Yorkton Public Library meeting & programming rooms, Godfrey Dean Cultural Centre programming room, Land Titles Building, Kinsmen Arena Blue Room

1. Complete the attached Facility Rental Request form and return it to one of the following locations:

Gallagher Centre SecurTek Guest Services
The Gloria Hayden Community Centre
Scan and email to bookings@yorkton.ca

2. Pay for the rental in person at the above locations, or by credit card over the phone to:

Gallagher Centre SecurTek Guest Services - 306-786-1740
The Gloria Hayden Community Centre - 306-786-1776

3. On the day of, or the day before your rental, visit either facility to arrange for the facility keys, and leave the \$250.00 damage deposit.
4. After your rental, return the keys to the same location to receive your deposit back.

Rental Rates

Duration	2020 Cost
Hourly Fee 15% discount on rentals 5 to 8 hours in length	\$23.00/hour
Daily Fee For rentals more than 8 hours in length	\$190.00/day

Facility Rental Request

Return completed request forms to the Gallagher Centre Guest Services, the Gloria Hayden Community Centre, or scan and email to bookings@yorkton.ca.

Organization / Contact Information		
Organization (if applicable):		
Applicant Name:		
Contact Number:	Contact Email:	
Contact Address:		
City:	Province:	Postal Code:
Event Information		
Facility Requested:	Room/Space:	
Event Type: Meeting <input type="checkbox"/> Workshop <input type="checkbox"/> Party <input type="checkbox"/>		
Other (please explain): _____		
Date(s) Requested	Start Time	End Time
How many people will be attending?	Will your rental include alcohol? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a Special Occasion Application must be completed.	
Other information:		
Important Information		
By signing below, the Applicant agrees that they have read the attached Rules & Regulations for Facility Use, and further agrees to abide by the terms and conditions outlined therein.		
_____ Applicant Signature	_____ Date	
For Office Use Only		
Date Rental Created: _____		Rental/Contract Number: _____
Staff Signature: _____		
Once entered forward all request forms to the Recreation Services Manager.		

Rules & Regulations for Facility Use

1. The Applicant agrees to the terms indicated in the Rental Request and the Rules & Regulations for Facility Use as listed in this document.
2. The Applicant agrees to pay the indicated fees associated to the facility rental.
3. The Applicant agrees to pay the full rate of the scheduled rental if cancellations and/or changes are not received in writing a minimum of **seven (7) business days prior** to the start date of the rental. “No Shows” are also subject to the full rental rate.
4. The Applicant is at least 18 years of age and will assume all responsibility for adhering to these Rules & Regulations during the rental.
5. The City of Yorkton reserves the right to refuse any application, to relocate or cancel any rental on short notice due to special events or circumstances beyond its control.
6. The Applicant agrees that all supplies, furniture, fixtures, and equipment brought onto the premises during the rental term shall be done at the Applicant’s own risk. The City of Yorkton is not responsible for lost, stolen, or broken items or other damages caused by any items brought into the facility.
7. The Applicant agrees to pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the City of Yorkton. Any damage is to be reported to the City of Yorkton immediately and at the latest the first business day following the rental.
8. The Applicant agrees to indemnify and save harmless the City of Yorkton from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests.
9. The City of Yorkton advises the Applicant that the City of Yorkton’s liability insurance coverage **does not** extend to include negligence on the part of its users. The City of Yorkton recommends that the Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
10. The Applicant agrees that any securities requirements for the rental are the sole responsibility of the Applicant.
11. The Applicant agrees that Medical and First Aid provisions and personnel are the sole responsibility of the Applicant.
12. The Applicant agrees that alcoholic beverages will not be permitted in the facility except when approved by the City of Yorkton and the appropriate permits are obtained and issued by the provincial licensing authority. See **Special Occasions** below.
13. As per Bylaw #38/2003, all City of Yorkton facilities are non smoking. At no time and under no circumstances shall the Applicant permit smoking in the facility. This extends to all tobacco related products including vaporizers, e-cigarettes and chewing tobacco.
14. The Applicant agrees to adhere to all maximum capacity regulations as deemed by Yorkton Fire Protective Services. These maximum capacity numbers are listed in the facility. All aisles, corridors, and doorways are to be kept clear and free of obstructions at all times.
15. The Applicant agrees to leave the facility in a clean and tidy state. Janitorial items are provided (broom and dustpan, dry mop, wet mop, cleaning cloths, etc) for the Applicant to use at the end of their rental as required.
The facility is to be left in the condition in which it was found.
 - a. The City of Yorkton reserves the right to limit usage for those who leave the facility in an untidy state.
 - b. The Applicant agrees to be invoiced for any additional janitorial work required to clean up after the Applicant’s rental, above normal cleaning wear and tear. See **Damage Deposits** below.
16. The City of Yorkton reserves the right to remove any person(s) for the facility with just cause.
17. The Applicant agrees that this agreement shall not be sub-leased.
18. The Applicant agrees that they will comply with any additional Rules & Regulations posted at the facility.
19. A Minimum call-out fee of \$100.00 will be charged to any user causing City Staff to respond to a user-related call-out (false alarms, after hours user requests or changes, etc)
20. The Applicant must abide by the stated start and end times and exit the facility within 15 minutes of the stated end time, and further agrees to vacate the facility by 1:00am.
21. The Applicant agrees to turn off any lights they turned on and ensure the door to the facility is closed, latched, and locked when leaving.

Special Occasions

Special Occasion Applications (as approved by the City of Yorkton) and Special Occasion Permits (as approved by the provincial licensing authority) are required for all events where alcohol is present, and may be required for other events at the direction of the Property Manager. The Special Occasion Application process is as follows:

1. The Applicant indicates alcohol is to be present on the Rental Request form.
2. A copy of the Special Occasion Application form is given to the Applicant to complete and return to the booking office. The booking office will forward the application to the Property Manager for approval, concerns, or denial.
3. The Property Manager will forward the application to the RCMP for approval, concerns, or denial, and return the application to the Property Manager.
4. The Property Manager will communicate to the Applicant the result of the process and forward to them a copy of the approved or denied application.
5. The Applicant applied for a Special Occasion Permit as approved and issued by the provincial licensing authority.
6. A copy of the approved liquor license shall be provided to the City upon request.

Damage Deposits

1. All rentals are subject to a \$250.00 damage deposit, unless otherwise approved by the Property Manager. The damage deposit includes the deposit related to the facility keys.
2. An inspection of the facility will be conducted by the Property Manager after the rental. The Property Manager will determine if the damage deposit is to be returned.
3. Any costs exceeding normal cleaning and wear and tear will be paid from the damage deposit and the remainder returned to the Applicant. If costs exceed the damage deposit an invoice will be issued to the Applicant for the balance.

Facility Keys

1. Under no circumstances shall the facility keys be lent, or the access code disclosed to another individual.
2. The Applicant is not permitted to have additional keys cut.
3. If the City of Yorkton is required to re-key a facility due to a key holder violating this agreement, the cost of the re-keying shall be invoiced to the key holder.
4. Keys which are lost or stolen must be reported to the City of Yorkton immediately and at the latest the next business day.
5. Facility keys can be picked up the day before, or day of the rental, and are to be returned within 5 business days after the rental, unless other arrangements with the Property Manager have been made.

Violation of any of these Rules & Regulations for Facility Use may result in additional charges and/or loss of facility privileges.