

RENTERS DUTIES & RESPONSIBILITIES

1. The renting party is responsible for stacking all tables and chairs at the completion of the event. At **Terrace Gardens** chairs on the benches and tables leaned up against side walls. At **Recreation Hall**, please return tables and chairs to storage room and stack in the same way you took them out. (Not applicable if set up/take down is done by Chamber)
2. Ensure that all equipment, tables, chairs are put back inside the hall before closing (excluding BBQ/Griddles). If you put tables/chairs outside, make sure they are kept out of the rain.
3. Please mop up liquid spills on the premises as soon as possible. Do not leave it to dry on the floor. Wet & dry mops are available in the janitors/electrical room.

NO DANCING WITH DRINKS IN HAND. IT IS A HARDWOOD FLOOR.

4. **It is the responsibility of the renter to ensure the floor is mopped with hot water/detergent & cleaner with a very dry mop (all supplies located in Janitor's closet). Water accessed from the janitor's closet at Terrace Gardens and the kitchen sink at Recreation Hall.**
5. Ensure that all garbage is off the floor and removed from the premises. **All garbage outside is to be cleaned up at the end of the evening. Do not leave garbage or recycling outside overnight. Garbage bins are located in the alley / street behind the hall.**
6. Do not add nails or screws to the building for hanging decorations. If you use tape or sticky tac, please ensure you can remove it without a trace afterwards.
7. Candles are allowed. Please clean up any spilled wax on tables, floor or other surfaces.
8. Ensure the kitchen, if used; is cleaned up and all items in the cooler and stove are removed. If BBQ is rented; you or your caterer are required to clean them.
9. Terrace Gardens Coolers are turned on and off by using the breaker switches marked coolers, on the electrical panel in the kitchen. Do not switch off the coolers. Please unplug cooler in Recreation Hall and leave the refrigerator running.
10. Washrooms are to be left tidy and garbage removed.
11. Ensure all lights are turned off before vacating the premises & all doors are pulled shut and locked.
12. **Smoking is not allowed in the hall.** Please pick up cigarette butts outside on the ground.
13. Terrace Gardens Hall, you must close the side windows and turn your music down by Midnight. Recreation Hall is in a residential neighbourhood and you must observe quiet time by Midnight.
14. **Vacate the premises no later than 2:00AM. Failure to do so will forfeit your damage deposit.**

YOUR DAMAGE DEPOSIT COULD BE FORFEITED IF THESE RESPONSIBILITIES ARE NOT FOLLOWED.

TELEPHONE NUMBERS

CHAMBER OFFICE: 306-663-5410

CELL: 306- 960-6282

EMERGENCY 9-1-1