Village of Odessa Community Hall – 444 2nd Avenue

P.O. Box 91

Odessa, Sk S0G 3S0

PH: (306)-957-2020

EMAIL: villageofodessa@sasktel.net

In Person: 406 1st Avenue

Thank you for considering the Odessa Community Hall for your Function!

We have included information in this handout that we hope you will find useful in planning your special event. You can contact the village office at 306-957-2020 regarding any questions you may have.

Rent

Rental options are as follows:

* Daily Rentals…………………. ½ Day (4 hours).. 150.00
1. Day (no license)… 300.00
2. Day …… 500.00

2 DAY…… 600.00

 3 DAY…… 700.00

All full day rentals include the use of the Kitchen & Bar including the coolers and freezer.

* Damage deposit…… paid in advance…………… 500.00
* Kitchen use ONLY……………………………………… 125.00
* PAYMENT IN FULL UPON SIGNING CONTRACT

Capacity

Fire regulations allow a maximum of 350 people.

Venue Information

The community Hall is newly built and completed in 2024. It offers air conditioning and plenty of parking and is conveniently located on 2nd Avenue near a beautiful playground and the Odessa ball diamonds.

Catering

You are free to bring in your own food or someone to cater your event. The Village does not have any affiliation with a caterer.

Kitchen

Our modern kitchen is equipped with the following:

* Oven/Stove Top
* Large upright cooler
* Coffee urns
* Miscellaneous pots, pans, roasters, juice jugs and utensils
* There are NO plates, cups, or bowls.

We ask that nothing leaves the building. As the renter you are responsible for the hall, this includes the kitchen used personally or by a caterer. All appliances, utensils, etc. are to be washed and returned to their original space.

Tables

Our tables are rectangular 8’ by 2’ and comfortably seat 8 people (4 per side)

Table Setup

The renter is responsible for setting up the tables and chairs, plans for setup are available. We ask that after your event the tables and chairs are wiped down and returned to the storage room. This service can be provided for you at a fee of $125.00 for both setting up and taking down.

Liquor Permit

The renter is responsible for purchasing the liquor permit and the liquor. All types of liquor to be served at your function must be itemized on the permit.

The Saskatchewan Liquor and Gaming Commission does not permit homemade alcohol products of any type to be served. Only items listed on your liquor permit can be served. Please inquire with the Saskatchewan Liquor and Gaming commission for any Liquor Permit Information.

If you are renting the facility for two days, and plan to have a bar both days, a liquor permit is required for each day.

The Length of time the bar can remain open depends on the liquor permit. The renter determines what time the bar opens/closes within the confines of the liquor permit. No liquor can be served unless the permit is posted.

Bartender

Renter is responsible for supplying bartenders. The village does not have affiliations with any Bartenders; however we have community groups that may be interested in working for you.

Shuttle Service

The Village does not have any affiliations with any Shuttle services, however the Odessa Recreation Association uses First student Charter and is happy with the service. If this is a service you are interested in you can contact Justin 306-721-4499.

Stage

The hall has a 24’ by 12’ stage that is available for DJ’s and Bands

Sound System

The sound system includes a wireless microphone which is included with your rental fees. A PC adaptor and I-pod adapter are also available to use with the system.

Damage Deposit

The Village requires a $500.00 Damage Deposit to be collected before your function. This is returned within 15 working days of your function providing no damage has been done, the keys have been returned and the renter responsibilities have been met.

Clean-up

Please clean spills, etc. with the wet mop provided. Clear/clean tables and floor trash using garbage bags provided in kitchen and dispose of all garbage in the Loraas bins outside the Kitchen doors. Decorations must be taken down at the end of the event.

As the renter, you will be responsible for the hall, including the kitchen and how well the caterer cleans up after themselves. All dishes, etc. are to be washed and left in the racks on the counter for the village to inspect and put away after your event. We ask that you dispose of coffee grounds and paper towels into the garbage because they can’t be handled by our sewer system.

Decorations

Decorating the facility is allowed. However nothing can be stuck to the walls.

Your decorations must be taken down by the end of your function.

Confetti

Confetti and rice are not to be thrown in or around the building. A fee of $300.00 will be removed from the damage deposit if staff have to clean it up.

Payment

We accept the following methods:

Debit, Cash, E-transfers, and Cheques made payable to the Village of Odessa. NO CREDIT CARDS Receipts will be issued upon payment.

Keys

Keys are to be picked up the last business day before your function. All details of the rental must be finalized at this time.

The keys will be released to you once payment has been received for your function.

At the end of your function, the keys can be left in the kitchen or you can drop them off in the Village Office located in the Community Centre at 406 1st Avenue.