

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.



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 2.5' 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 each for 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

Backdrop

We have a free-standing backdrop with white or black curtains available. It measures 20 x 10 feet.

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 \$1000.00 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 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 or hung from the ceiling. 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.

VILLAGE OF ODESSA COMMUNITY HALL BUILDING RENTAL CONTRACT

*Renter: _____

*Renter is defined as the person responsible for the building during the rental time.

Renter's Address: _____

Renter's Phone #: _____ (h) _____ (w)

Organization: _____

Description of Event: _____

Contact Person: _____

_____ Date(s) Requested: _____

Event Time: _____ to _____
Unlock for setup: _____ Lock up: _____

Number of guests expected to attend: _____

Name of caterer: _____

Will alcoholic beverages be served? Yes No
(Renters must purchase liquor licenses prior to the event)

Fees: Rental Rate according to attached Community Hall Rental Rates.

Damage/security deposit is required to guarantee reservation; returned within 15 days following the rental if checkout status is approved by the Village.

RENTAL POLICY

- Renter must be at least 21 years of age and fill out this form.
- Rental fee deposits are non-refundable, unless in extreme circumstances approved by Village Council.
- Renter is financially responsible for all damages to Village property incurred during rental.
- Village is not responsible for any injuries or damages incurred during rental.
- Renter to provide their caterer, florist, photographer, etc., with a copy of attached rules.

Damage & Key Deposit

Damage/security deposit of \$1000.00 is required \$200.00 to hold reservation. The Deposit will be returned in full, within 15 days if the following conditions have been met:

- The hall keys have been returned to the village office immediately following your function. They can also be left in the Kitchen.

- No damage has occurred to the facility or its contents (to be inspected by our Caretaker)
- The “Responsibilities of the Renter”, as listed below, have been completed.

By signing this contract, the renter agrees to abide by the “Responsibilities of Renter” listed for the use of the building, certifies the above information is correct, and are authorized by the organization to sign on its behalf. Renter will abide by all Provincial and local statutes and ordinances with respect to the serving and consumption of alcoholic beverages. The Village reserves the right to refuse rental based on requested use or prior rentals.

By signing below, I hereby accept full responsibility for this event and the actions of guests and indemnify the Village of Odessa, its Elected Officials and employees of any liability for this event or actions of event guests.

Signature of Renter: _____ Date: _____

OFFICE USE ONLY

Date Approved: _____ Village Representative: _____

Security Deposit Paid \$ _____ Date: _____ Check # _____

Rental Fee Paid \$ _____ Date: _____ Check # _____

Deposit Refunded: Date _____ Check # _____ If not refunded,

Why? _____

Responsibilities of Renter

Bar:

- No glass beer or cooler bottles (plastic or cans only)
- A liquor permit is required for all days liquor is being served. All SLGA rules are to be followed.
- Wipe up spills immediately
- Clean out cooler at end of event, unplug & prop door open
- Wash jiggers and bar area
- Empty garbage cans and put bags into outside grey Loraas bins
- Put non-deposit recycling into outside blue Loraas bins
- Bag refundable recycling and either take with you, or leave by bar

General Area:

- Wipe up spills with damp mop
- Renter is responsible for setting up prior to event and washing tables and chairs after event, before returning to the storage room
- Wash tables before putting away (tables to be put back as found) use trolley
- Chairs to be put away as found. Use trolley to put away.
- Do not drag tables across the floor
- No tacks, staples, nails, or glue allowed on walls, floor, ceiling, or tables.
- No tape or fun tack on walls.
- No tobacco products allowed in the building
- Candles must be placed in a sturdy glass or metal container with the top at least 4 inches above the flame, positioned 24 inches away from curtains, decorations, or other flammable items, and never left unattended; failure to follow these protocols may result in the loss of the damage deposit
- No rice or confetti to be thrown in the building
- No standing on tables or chairs
- No destruction of building or contents
- Please turn off all interior lights and lock all door when leaving
- No children allowed in storage room or on top of stacked tables and chairs
- Leave no excessive or unusual cleanup (Fee of \$50.00/hour out of damage deposit, will be withheld for excessive or hazardous cleaning)

Kitchen:

- Clean your belongings out of refrigerator and freezer, unplug & prop doors open
- Clean out sinks
- Wash any dirty towels and return them within 2 days.
- Wipe up counters and stoves
- Sweep and dry mop floors
- Wash any and all dishes you use and put back where they belong
- What you bring into the hall please take out of the hall when you leave
- Please bring your own containers for any leftovers you may have
- Empty garbage cans and put bags into outside grey Loraas bins

The following items will be provided:

- Toilet paper, paper towels, garbage bags, tea towels, two 100 cup coffee perks, bar self pour jiggers, rectangle tables (seats 8), chairs for 350, various kitchen items (utensils, bowls, pitchers, etc)

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Fee Review and Adjustment:

Rental fees are based on the Community Hall's annual financial review. The Board reviews operating and maintenance costs each year, and fees may be adjusted accordingly. All rental fees quoted prior to the calendar year of the event are estimates only and subject to change. Final fees will be confirmed in the year of the booking.

Rental options are as follows:

• Daily Rentals.....	½ Day (4 hours)..	250.00
	1 Day (no license) ...	400.00
	1 Day	600.00
	2 DAY.....	700.00
	3 DAY.....	800.00

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

- | | |
|---|---------|
| • Damage deposit..... \$200.00 paid in advance to hold the date,
remainder due week of rental..... | 1000.00 |
| • Kitchen use ONLY..... | 125.00 |
| • Table & chair set up fee | 125.00 |
| • Table & chair take down fee | 125.00 |
| • PAYMENT IN FULL UPON SIGNING CONTRACT | |

Total Rental Fee \$ _____

Date Confirmed: _____

Renter Signature: _____