



414 AVE B SOUTH  
SASKATOON SK S7M 1M8 CANADA  
PHONE: (306) 384-6262  
FAX: (306) 384-4850  
STOON.FARMERS.MKT@SASKTEL.NET  
WWW.SASKATOONFARMERSMARKET.COM

Date:

**Rental Contract**

We agree to rent space at the Saskatoon Farmers' Market building,  
approximately 35' x 70' or a portion thereof approximately \_\_\_\_\_ for  
a \_\_\_\_\_

**Please include your setup and take down/clean up times required in all  
times**

Dates(s) & time: \_\_\_\_\_.

Kitchen area (date(s) & time): \_\_\_\_\_

Rental cost will be (including GST) \_\_\_\_\_ *payable on date*  
*as noted above.* Please make your cheque payable to the **Saskatoon Farmers'**  
**Market.**

When required, please make a copy of your insurance available to our  
office prior to your booking, showing that the Saskatoon Farmers' Market and the  
City of Saskatoon have been added as additional insured to your policy.

You are responsible for leaving the area as you found it with any garbage  
bags tied up.

\_\_\_\_\_  
On behalf of the \_\_\_\_\_  
Saskatoon Farmers' Market



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Name of Organization: \_\_\_\_\_

Name of Contact person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Program Information

Event name: \_\_\_\_\_

Insurance required (activity or food service events) \_\_\_\_\_

Is liquor being served? \_\_\_\_\_ If yes, a Special Occasion License required by the City of Saskatoon as noted in Policy #C01-014

Person responsible for securing license(s): \_\_\_\_\_

Contact info (phone, email address): \_\_\_\_\_

Is program open to the public? \_\_\_\_\_

The market does have a small supply of tables and chairs that can be made available for use if needed – see next page. The use of these items is to be arranged at the time of booking.

### Special Instructions:

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*"We Make it, Bake it, Grow it and Sell"*



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Available for use at no charge:

8 fold up tables - 32" wide x 48" long \_\_\_\_\_

Black fold up chairs - 25 \_\_\_\_\_

White fold up chairs - 20 \_\_\_\_\_

Cocktail style 41"high x 24" round tables (available 8 units) \_\_\_\_\_

28" x 28" black metal tables with matching chairs & table cloths for cover - seating for 49 (note: available to move after 5 p.m. otherwise these stay in the market's seating area) \_\_\_\_\_

Flip chart with paper or white board \_\_\_\_\_

60" x 60" projector screen \_\_\_\_\_

Sound system with head set or with wired hand held microphone \_\_\_\_\_

**Current Rental costs:**

Monday - Friday (8 a.m. – 5 p.m.): \$25 per hour minimum 4 hour rental

Monday – Friday (5 p.m. – 10 p.m.): \$50 per hour minimum 3 hour rental. *Fridays are restricted to a close up time of 6 p.m. Later bookings on Fridays may be considered, there will be an additional fee for any janitorial costs.*

Saturday (5 p.m. – 10 p.m.): \$50 per hour minimum 3 hour rental

Sunday (9 a.m. – 10 p.m.): \$50 per hour minimum 3 hour rental

**Kitchen rental with booking of event centre add \$25 per hour of use. For separate kitchen rentals – please refer to Kitchen Regulations and Rates**

*GST will be added to all costs.*

*Note: Saskatoon Farmers' Market sponsored events may be considered at a discount rate.*

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## Kitchen Rules and Rental Rates

(as of November 8, 2011)

### Location

**The Agrium Kitchen** is located in the Saskatoon Farmers' Market (SFM) building, 414 Ave B South, Saskatoon, Sk. S7M 1M8. It is approximately 240 square feet. Included in this kitchen; a 23 cu. ft. refrigerator/freezer, double oven, electric cook top with four elements, ventilation hood with fire suppression system, commercial dish washer, double sink and hand sink.

This facility is Public Health inspected and registered as a licensed kitchen.

This facility is available for cooking classes, educational workshops and demonstrations, catering events booked at the market or for general rentals for food preparation that requires a commercial facility.

### **Rental Fees & Regulations**

Rentals are available:

Monday – Fridays 9 a.m. – 11 p.m. (exception during Wednesday Farmers' Market hours of operation unless it is not booked and is approved by the Event's Organizer;

Saturdays 3 p.m. – 11 p.m.

Sundays 9 a.m. – 11 p.m.; hours are restricted to 3 p.m. – 11 p.m. when the farmers' market is operating.

*Bookings outside of rental hours may be allowed, subject to the approval of the Event's Organizer and the SFM Manager of Operations when necessary.*

*SFM Market members are allowing to rent the kitchen during farmers' market hours to promote their products, for demonstration or education purposes. No food will be allowed for sale from this location.*

### *Rental Rates*

For any booking there is a refundable \$200 deposit for late, damage or clean up fees via cheque or cash. This will be refunded upon final SFM supervisor inspection, as noted above. This fee must be submitted to the Event Organizer at the time of booking.

All date requests are based on availability.

Minimum 3 hour bookings – all pricing is subject to GST

Day rate – 9 a.m. – 5 p.m. (8 hours) - \$200

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Evening rate – 5 p.m. – 11 p.m. (6 hours) - \$200

Hourly rate for days – \$40/hour

Hourly rate for evenings or outside of available posted hours (9 a.m. – 11 p.m.) - \$50/hour

Kitchen rental with Event Centre – add \$25/hour

Weekly rentals will be accepted – contact the Event's Organizer to arrange and discuss details for pricing.

### *Operational Regulations*

**Please Note: There will be No food sold from the kitchen**

1. Rental time must include clean up as the doors lock at 11 p.m. If additional time is required please arrange and schedule with the Event's Organizer.
2. It is imperative that the facility be left as clean as when started, otherwise your damage deposit will be used towards additional cleaning.
3. Materials or ingredients can be brought in previous to rental only if there are no bookings during this time. All ingredients, utensils, equipment must be removed at the end rental time allotted. *Please note: small utensils are not supplied for food preparation, please bring your own.*
4. Any rental time booking cancellations need to be declared 5 days in advance, otherwise a \$40 penalty will apply.
5. Payment must be received via cheque or cash prior to the end of rental booking.
6. The following is required for any public events;
  - Proof of insurance to be made available to the supervisor showing proper liability for any food service. A copy will be kept on file for future rentals.
  - Present and post Liquor Licenses when required. Insurance must show coverage for a licensed event. Any licensed events must also show that proper staffing is in place for security. **Private groups must show proof of Host Liquor Liability coverage.**
7. All additional equipment brought into the kitchen must be declared previous to start of rental for safety measures and possible consideration for additional charges for electrical usage.
8. For all clients the Saskatoon Farmers' Market will provide the supervisor to ensure that protocols are followed and the facility is being properly run.

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- The supervisor is responsible for training for the proper operation and handling of all equipment. A waiver form is to be signed stating that you have been properly trained in the use of kitchen equipment and are responsible for any damage to the Market building, kitchen or other rental area as a result of your rental. This form must be signed previous to the start of booking.
- A checklist for all available kitchen equipment, pots, pans, platters, utensils, dishware, glassware, towels, etc. must be completed at the beginning of rental and once again at the end of rental to ensure all materials are accounted for.
- A clean up sheet to ensure cleanliness for the following rental will also be available for reference and completed to the satisfaction of the SFM supervisor.

All bookings are to be made with Judy Thiesson - SFM Events Organizer;  
[sfmevents1@gmail.com](mailto:sfmevents1@gmail.com) or phone 306 381 3469