



De Salaberry
Municipality/Municipalité

RM De Salaberry

Box 40 Sabourin St.

St-Pierre-Jolys, MB

ROA 1V0

Phone: 204-433-7406

Website: www.rmdesalaberry.mb.ca

Email: recreation@rmdesalaberry.mb.ca

Hall(s) Rental Details – De Salaberry Recreation Facility

Group/Organization/Association _____

Address _____

Telephone _____

Email _____

Contact Person _____

Purpose of rental _____

Rental Date _____ Time _____

Rental Fee \$ _____

Liquor License Approval # (if applicable) _____ (Any event on Municipal property where liquor is served **MUST** have a special occasion permit and appropriate insurance.)

Insurance Company _____ Policy# _____

I/We have read and understand the rules and regulations of the RM De Salaberry Recreation Facility pertaining to the rental of the above noted Hall, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Security Deposit \$ _____

Rental Total: (GST Included) \$ _____ **(Payable to the RM De Salaberry)**

Signature: _____ Date: _____

Hall Rental Fees

- Large Hall Rental - **\$1,495.00 plus GST**
- Small Hall Rental (half arena) - **\$800.00 plus GST**
- Upstairs Hall Rental - **\$460.00 plus GST**
- Upstairs Hall for family functions - **\$290.00 plus GST**
- Upstairs Hall for family functions (w/ ice surface) - **\$500.00 plus GST**

The Rental Fee must be paid in full at least (20) twenty days prior to the rental date or with the application whichever is the sooner.

Security Deposit

- **Any Hall Rental - \$200.00**

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 10 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Arena's satisfaction or pay for the extra damages.

Cancellation Policy

The Facility office must receive a written cancellation request. Refunds will occur as follows:

- If the written cancellation is received greater than 20 days-full refund of rental and security deposit.
- If the written cancellation is received between 10 and 20 days full refund less \$100 cancellation fee.
- If the written cancellation is received 10 days or less for any event-full refund less a \$200 cancellation fee.
- If the written cancellation is received 3 days or less for any event-**No refund.**

Hall Rental Rules and Regulations

1. The Hall shall only be rented to someone that's 18 years of age and who will be in attendance for the entire rental.
2. The Applicant will be responsible for setting up the Hall and cleaning the Hall at the conclusion of the event. All garbage and recyclables are to be removed from the Hall by the Applicant.
3. No unauthorized alcohol shall be permitted in the Hall.
4. (a)Consumption of alcohol may be permitted provided the user follows the regulations of the Manitoba Liquor Control Commission. A copy of the Permit shall be provided to the Facility representative when the application is submitted. The Permit must be posted in a conspicuous place in the Hall during the event.
(b)Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided to the RM De Salaberry Recreation Facility representative when the application is submitted.
5. Exit doors shall remain unblocked at all times.
6. No exposed candles may be used.
7. Use of confetti inside the Hall is prohibited.
8. The Lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
9. The RM De Salaberry accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
10. It is understood that the Lessee shall indemnify and hold the RM De Salaberry harmless from and against all claims or demands with respect to the use of the Hall. The RM De Salaberry is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
11. The maximum capacity for:
 - Large arena rental - **900**
 - Half arena rental - **450**
 - Upstairs Lobby rental - **140**
12. Security is required for all rentals where liquor is to be served and the number of people will be over 150 persons. The following is a guide for the number of security guards needed.
 - 1 to 4 security guard for functions with 150-450 capacity
 - 5 to 9 security guards for functions with 451-900 capacity

****(1 security guard per additional 100 people after 150 capacity)**
13. Private functions are responsible for their own coffee, tea, etc.

Hall Rules of Etiquette

This Hall is owned and operated by the RM De Salaberry and has been developed to ensure long term enjoyment for all St. Malo and area residents.

The Hall Rental Policy – Rules and Regulations apply to all individuals.

We ask that you please review this checklist following usage of the RM De Salaberry Recreation Facility to ensure all rules and regulations have been complied with. At the termination of the applicants use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

1. This facility is a **NON-SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.
2. Floors have been swept.
3. Kitchen is clean, tidy and in proper order.
4. Dishes, pots, coffee pot and appliances are clean and returned to their original location.
5. Please clean and return dish towels.
6. All running water has been shut off (including the washrooms).
7. All garbage and recyclables are picked up and removed from the Facility by users.
8. Tables and chairs (if used) must be cleaned, stacked and returned to their original location.
9. Decorations have been removed without any mark or damage to the Facility.
10. Bathrooms are clean and in proper order.
11. All lights are shut off (including bathroom lights).
12. All fans have been shut off (if used).
13. All doors and windows have been closed and the Facility has been properly secured.