

Hall Rental Policy

Booking Procedure:

Please contact the Hall Rental Coordinator by emailing rentals@southtransconacc.com. Hall rentals are not finalized until the signed Rental Application and rental deposit are received.

Cancellation Policy:

Your booking may be cancelled without penalty up to 48 hours before the rental start-time with the rental deposit returned or refunded. If cancellation is made within 48 hours before the rental start-time, the rental deposit may be forfeited.

Private Facility Rental Rates and Fees:

- \$35.00 per hour – Minimum 2 hours
- \$200.00 All-Day rental rate – Maximum 8 hours
- Rental deposit is required at time of booking (min. 75% of total rental fee)

Optional Services (charged as required/requested):

- Bartenders, \$100.00: STCC will provide two bartenders for the event

****If alcohol is to be made available for sale during your event, paid bartenders will be provided by the STCC at expense of the renter at a rate of \$100 for the evening. Bartenders are not required if the renter will not be selling alcohol and has purchased a “No-Sale” liquor permit from LGCA Manitoba.***

A Liquor Permit is required for any rental where alcohol will be available for consumption. A permit must be obtained prior to your rental date from the Liquor, Gaming and Cannabis Authority of Manitoba. No alcohol is permitted outside the community centre building, no exceptions. Please visit the LGCA website for further information on liquor permit applications at www.mylgca.ca.

The kitchen, including dishes and appliances are available for use. Renter(s) will need to bring their own dish towels. A walkthrough and condition report will be completed upon renter receiving keys and returning keys to ensure there is no damage to the facility and that all required cleaning has been completed. The renter(s) will be billed for any cleaning and/or damages incurred to the facility at the appropriate rate.

We accept Debit, Visa, Mastercard, American Express, Cash and Cheque as payment options for the rental deposit and rental fees. The rental deposit payment will be processed immediately and will be deducted from the total rental fee balance. Note: Refunds can take 9 - 14 business days to be processed before receiving the funds.

South Transcona Community Centre - Rental Application

Name:

Phone Number:

Home/Business Address:

Postal Code:

Email Address:

Rental Date:

Rental Time:

Estimated Number of Guests:

Will there be alcohol at your event: YES NO

If yes, a Liquor Permit must be purchased from LGCA prior to the rental date. A copy of the permit must be submitted to the rental coordinator.

To be completed by Hall Rental Coordinator:

Rental Rate: Hourly Flat Rate \$____.____

Additional Services: Bartenders: \$100.00

TOTAL DUE: \$

Damage Deposit Received: YES NO **Amount: \$**

Deposit Payment Method: DEBIT/CREDIT CHEQUE CASH GIFT CARD

Date Received (MM/DD/YYYY):

BALANCE REMAINING: \$

Method of Payment: DEBIT/CREDIT CHEQUE CASH GIFT CARD

Date Received (MM/DD/YYYY):

Liability Statement: By signing this Rental Application and Agreement, the Lessee agrees to assume the responsibility and legal liability for the above described event, and to abide by all the Conditions, Rules and Regulations printed on the back of the Application/Agreement. Additionally, the lessee agrees to indemnify, defend and hold harmless the Community Centre, General Council of Winnipeg Community Centres and the City from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use of the premises. The Lessee has also reviewed, has agreed to all and initialed the Conditions, Rules and Regulations on the back of this agreement.

X

Renter

X

Rental Coordinator

Date: _____

Date: _____

South Transcona Community Centre Facility Rental - Rules and Regulations

- Renter must be at least 18 years old to rent this facility.
- Decorations are permitted, however no permanent and/or damaging materials may be used to affix decorations to walls or ceiling.
- Smoking (including e-cigarettes) is not allowed in the facility, no exceptions. City of Winnipeg By-law No. 62/2011, the smoking of cigarettes and e-cigarettes is only permitted no less than 30 meters from the facility (including ice rink, wading pool, baseball diamond and playground).
- The consumption of cannabis is not permitted on community centre property, no exceptions.
- Renter(s) accepts responsibility for any damages and agrees to pay for any and all damages that occur during their rental. Renter(s) will be billed for cost to repair damages.
- All events must end no later than 12AM. All persons must leave the facility no later than 12:30AM.
- Overly intoxicated or disorderly persons are not allowed to be in the building or on the premises. It is the renter's responsibility to ensure they are removed from the premises immediately.
- Person's less than 18 years of age are not allowed to handle, possess or consume alcohol.
- Renter(s) must provide all mixes and food, as well as plastic cups for their event.
- A minimum of 1 bartender is required for any rentals where alcohol will be served.
- All fees for bartending must be paid directly to the bartender at the end of the event.
- Any violation of these conditions, or the regulations of the liquor permit, can result in the immediate vacating of the premise, without refund to the renter(s).
- The ice rink is not included with the facility rental, renter(s) cannot limit the use of the rink by the public skaters. Renters are not required to permit public skaters into the facility.
- A walk though will be completed by the Facility Renter Coordinator and the renter(s) prior to the renter(s) receiving keys as well as upon renter(s) returning keys. Any and all damages or cleaning required will be noted on this report and will be signed and agreed upon by both the rental coordinator and renter(s).
- If cleaning is required, renter(s) will be billed an additional \$25 per hour in addition to the total rental fee for cleaning to be completed.

PLEASE BE ADVISED:

- South Transcona Community Center assumes no responsibility for any personal property or equipment brought into the hall. Personal effects must be removed from the hall at the end of the function unless otherwise approved by the Board of Directors.
- Kitchen area, including all appliances (fridge, stove, etc) must be left clean.
- Garbage is to be bagged and taken to the garbage dumpster behind the garage. **DO NOT place bags of garbage in the small bin located outside the building door.**
- **This rental contract provides exclusive use to the main hall, kitchen and washrooms only. Exclusive use of the outdoor rink is not included with South Transcona Community Center facility rentals.**

Renter Initials: _____