



Riverdale Community Centre (RCC)
101 Main Street
Rivers, MB R0K 1X0



Contract Principal: _____
Residential Address: _____
Email Address: _____
Phone: _____

Rate: _____ **Deposit(s):** _____ **Area(s) of use:** _____

I/We, the undersigned, hereafter known as the lessee, agree to rent the following room(s) or area(s) _____ of the Riverdale Community Centre on _____, 20____ for the occasion/celebration of _____ and further agree to abide by and comply with the following terms, conditions, policies and agreements:

Policies & Agreements

1. By signing this contract the 'Organization' & 'Principal' understands and accepts the 'Terms & Conditions' contained herein and hereto all of which form part of this agreement. By signing this contract the 'Organization' & 'Principal' agrees to indemnify and save harmless the Riverdale Community Centre, Riverdale Municipality and its staff and agents from any and all suits, demands, torts and actions of any kind which may be brought against its staff or agents. Policies administered by RCC are for the protection and safety of the 'Organization' and all underlying users of RCC. The Lessee will assume full liability of any injury to patrons, and damages of the public property facility. Lessees have the ability to apply for insurance for any events and application can be provided with this rental policy & agreement, or can be obtained independently.
2. A \$250.00 rental deposit cheque written out to 'Riverdale Municipality' is to be dated the same date of this Contract Agreement and will be deposited once this contract is agreed upon and signed. Rental deposit and full payment will be accepted by cheque, cash or debit payable to 'Riverdale Municipality' (Box 520 – Rivers, MB – R0K 1X0). In the event of a cancellation by the Lessee, the Rental Deposit will be non-refundable. A \$250.00 Damage Deposit is to be dated the day of the event in place, and will be held on file until a walkthrough of the rental area is done by the RCC Manager and will be given back to the Lessee if no damages are incurred. The lessee accepts the responsibility for any unnecessary damage and agrees to pay for any such damage identified. Under no circumstances will the Lessee use areas of the facility which have not been designated as part of this rental agreement. Damages assumed by the Lessee will also extend to the misuse of bathrooms.
3. Any liquor that shall be brought into, served and consumed shall be in accordance with the amounts and conditions of an occasional permit issued by the MLCC. No liquor, other than as permitted by an occasional permit is allowed into the facility. Glass bottles are not be used for sale and are prohibited from being dispersed to patrons of the event, or to public of social events. As a sponsor and vendor of the RCC, only Pepsi products may be used as carbonated beverages for sale in the bar for social functions. All other carbonated beverages are prohibited for sale in the facility.
4. Admission to social functions with liquor (occasional permit) must be by invitation only. Patrons at a licenced social event are to be identified at the door by security personnel, and patrons are to present a government of

Manitoba issued identification and must be over the age of 18 years old to enter. In order to adhere to this, tickets/invitations are not to be distributed in or around the facility. Any person(s) that do not have an invitation/ticket properly acquired prior to the entering of the facility will be refused admittance to the function. Exceptions can only be approved by the MLCC.

5. No advertising of social occasions, at which liquor is to be served, is allowed without prior approval of the MLCC. Exceptions can only be approved by the MLCC.
6. Intoxicated or disorderly patrons are not allowed to be in or about the premises. Persons less than 18 years of age are not allowed to handle, possess, or consume alcohol at any given time of the event or otherwise.
7. All liquor is to be removed from the tables, and from any persons, no later than 60 minutes after the time stated on the occasional permit for liquor. Smoking is prohibited in the building and is only allowed in designated areas as directed by RCC Management.
8. The rented room is to be vacated & cleaned out by _____. Cleaning instructions of rental area is dictated by the RCC Manager which may include sweeping, wiping of tables, clearing of all garbage, re-storing of tables and chairs, removing signage and mopping floors. At no time is any tape to be used on the walls of the facility as tape is damaging to painted areas. Signage and tape use are only allowed on areas of glass in the facility.
9. If food is to be prepped, cooked or catered in the canteen or any part of the facility, a temporary food permit is to be applied for through Manitoba Health, and all standards based on Manitoba Health & Safety regulations must be met during operations. Application can be provided with this rental & policy agreement.
10. The premises will be subject to inspection by the RCC Board members, police and inspectors of the MLCC at any and all times of the event.
11. Any violation of these conditions, or the regulations of an occasional permit of liquor, can result in the immediate vacating of the premises, without refund to the lessee.
12. The amount of rent to be paid for use of the rental area is _____. The rental fee does not include bartenders, food service, or event staff (security) as required by your liquor permit application and regulations. The lessee will be responsible for obtaining these services and the lessee is responsible to designate an identifiable paid or volunteer security personnel during social events for which public are invited.
13. During the function, all event staff must be easily identifiable including designated bartenders who are prohibited from consumption of alcohol at the event while on shift or performing duties.
14. All liquor must be removed from the premises immediately following the function and may not be stored at the centre to be picked up at a later time. The rented room floor area, bathrooms and common areas (hallways and entrance) must be cleaned by noon the following day or at a time agreed upon by the RCC Manager and lessee.
15. Any keys that are issued to the renter must be returned by the end of the rental date. Keys *must not be* transferred or duplicated between individuals while in their possession. Any lost or stolen key must be reported immediately to the RCC Manager. The responsibility to pay for the replacement key is on the renter.
16. The lessee must review the General Area Use COVID-19 Guidelines. Failure to comply will result in your immediate expulsion from the facility.

Terms & Conditions

1. Account balances of unpaid accounts are due when rendered and are net 30 days. Accounts that have not been paid within 30 days in order of these 'Terms & Conditions' will be subject to interest charges at a rate of 1.25% per month from date of invoicing.
2. Cancellations must be given to the RCC Manager from the 'Organization/Principal' in writing, by phone (204) 328-7753, or by email rccmanager@mymts.net 7 days prior rental of area.
3. Any cancellations caused by storms, flooding, power failure, "act of God" or business interruption caused by mechanical failure of the RCC facility will be considered unavoidable and the 'Organization/Principal' will not be charged for cancellations of such nature; at which point Riverdale Community Centre staff/manager may reschedule the facility booking at the request of the user if possible. If rental cannot be rescheduled, due to any of these unavoidable conditions, the rental deposit will be issued back by refund in the name of the Lessee.
4. The cost to rectify any damage or excessive cleaning of all areas of rental, including change rooms, kitchen, and bathrooms, attributed to negligence of the contracted 'Organization/Principal' above and beyond the damage deposit, will be added to the cost of the rental fee. The 'Organization/Principal' agrees to notify Riverdale Community Centre staff/manager of any hazardous conditions to be evaluated and rectified prior to the permitted approval of facility use.
5. The 'Organization/Principal' is not permitted to transfer or sublet any room and area rental, or part thereof, for value or otherwise.

Riverdale Community Centre – Manager Signature: _____

Date: _____

Contract Principal Signature: _____

Date: _____

Riverdale Municipality reserves the right to alter any or all facility times to ensure maximum facility space is being rented. The Riverdale Municipality's priority for booking facility time shall be in the following order: International, National, Provincial, and Zone events, tournaments, major events, City Programs, major user groups and casual user groups. The order of priority is determined by the Riverdale Municipality and Riverdale Community Centre Manager/Board of Directors. In the event of emergencies, mechanical failure or facility shutdown the Riverdale Municipality may reschedule, postpone or cancel all facility bookings. The Riverdale Municipality will not be held responsible for any costs or damages incurred by the user group during such periods. The Riverdale Municipality will not charge user groups for facility bookings during such periods.