



# Brandon Riverbank Inc.

Riverbank Discovery Centre  
#1-545 Conservation Drive, Brandon, MB R7A 7L8  
Phone: 204-729-2141 or 1-888-799-1111 Fax: 204-729-2139  
Email: [admin@riverbank.mb.ca](mailto:admin@riverbank.mb.ca)

## Multipurpose Room Rental (MPR) Agreement

For use of the RBDC grounds or Festival Park, a separate agreement is required.

Rental Date: \_\_\_\_\_

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

Email Address for billing: \_\_\_\_\_

Physical Billing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Arrival / Set-up time:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_

**Function start time:** \_\_\_\_\_

**Please indicate if you:**

# of Attendees: \_\_\_\_\_  
(Maximum of 84 permitted with a liquor license, standing room only)

**\*Require a PO#** \_\_\_\_\_

**\*See page 4 for additional information on PO's**

Serving liquor: \_\_\_ Yes \_\_\_ No

If liquor is being served a liquor permit is required and may be arranged through Liquor, Gaming and Cannabis Authority of Manitoba. Please refer to the liquor section on the proceeding pages. (LGCA Phone number: 1-888-898-6522)

### Pre-booking is required – Please check off your needs...

- \_\_\_ MPR full day rental \$200 (More than 5 hours to 12 hours)
- \_\_\_ MPR half day rental \$120 (5 hours & under)
- \_\_\_ Before / After hours staffing \$18.50 / hour (For bookings outside of regular hours)

#### ➤ Hours of operation


Winter (Thanksgiving to May Long wknd):	Monday - Friday	8:30 a.m. - 5:00 p.m.
	Weekends & Holidays	12:00 p.m. - 5:00 p.m.
Spring/Summer/Fall: (May Long wknd to Thanksgiving)	Monday - Friday	8:30 a.m. - 8:00 p.m.
	Weekends & Holidays	11:00 a.m. - 7:00 p.m.

### Coffee Service:

\_\_\_ 8 cups (\$8) \_\_\_ 16 cups (\$16) \_\_\_ 24 cups (\$24) \_\_\_ 32 cups (\$32) \_\_\_ 40 cups (\$40)  
\_\_\_ \*\*Tea (\$0.50 per tea bag) \_\_\_ Ice water (Only available with coffee service)

\*\*You do not need to specify a number of tea bags, you will be charged based on the number used.  
Compostable cups are supplied for the coffee/tea & ice water; as well as condiments and stir sticks for the coffee/tea.

**Additional Equipment:** (\$25 rental fee gives you access to **any or all** of the following items)

- \_\_\_ DVD & screen
- \_\_\_ LCD projector, screen & speakers  
**(Computer to be provided by renter)** 
- \_\_\_ Flipchart (1) with paper
- \_\_\_ Wireless Internet
- \_\_\_ Conference line phone, includes regular handset

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**LISTED PRICES DO NOT INCLUDE APPLICABLE TAXES**

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**Meals:**

	Time to be delivered	Caterers
Breakfast	_____	_____
Lunch	_____	_____
Dinner	_____	_____

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**Room Layout:** Tables provided are 8 feet long (10 Available)

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|---|--|
| ___ <b>Theatre Style (maximum 60 people)</b><br><b>Chairs only</b>                            | ___ <b>Sign in table</b>   |
| ___ <b>U-shape (maximum 24 people)</b>  | ___ <b>Podium</b><br><b>No sound system available</b>                                      |
| ___ <b>Square (maximum 28 people)</b>   | ___ <b>Kitchen</b><br><b>Dishes, cutlery, napkins &amp; table cloths are not available</b> |
| ___ <b>Classroom Style (maximum 32 people)</b><br><b>4 chairs per table</b>                   |  |
| ___ <b>Boardroom Style (maximum 20 people)</b>  |  |
| ___ <b>Banquet Style (maximum 64 people)</b><br><b>8 chairs per table – 4 chairs per side</b> |  |
| ___ <b>Other (please sketch on page 6)</b>  |  |

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**Please remember that the Riverbank Discovery Centre is a public facility and may become noisy due to visitors within the Centre.**

- **Absolutely no wedding ceremonies are permitted to take place at the centre or in the multipurpose room. There are no exceptions.**
- **The multipurpose room is to be left reasonably clean. Disposable plates, cups, napkins, leftover food, etc. are to be placed in the garbage can before leaving. Our staff will dispose of the trash. Clients agree to be responsible and reimburse Brandon Riverbank Inc. for any damages done to the facility directly related to the event, including costs of excessive cleanup (minimum \$50) made necessary by the client.**
- Clients are to use the cork strip and push pins provided. Decorations, posters, *Velcro Self-Adhesive*, *Command Hooks / Clips*, etc. are prohibited and not to be pinned, adhered or taped to the walls.
- The Riverbank Discovery Centre has a kitchen equipped with a sink, fridge, stove and microwave.
- The Riverbank Discovery Centre is a nonsmoking facility. For our guests convenience snuffers are located outside the south and north entrance doors. Please remember to smoke away from these entrances.
- Washrooms are located directly across from the Multipurpose Room.
- In order to protect the wildlife at the Riverbank Discovery Centre **no confetti of any kind is allowed on the grounds or within the centre.**
- **Popcorn as well as the above noted confetti is also not allowed inside the centre.**
- **Catering:** is not provided through Brandon Riverbank Inc. Renters are able to make arrangements with existing businesses to bring food into the facility. A list of caterers is available upon request.
- **Liquor: Liquor may only be consumed within the MPR and patio area.** You must submit your request to purchase a Liquor permit through one of the LGCA locations in Brandon. If you are serving liquor at your function please complete and return the attached Liquor Hall Rental Agreement to the Riverbank Discovery Centre at: #1 – 545 Conservation Drive, Brandon, MB R7A 7L8 or via fax at 204-729-2139.  
According to the Liquor Control Act, Regulation 115/89 the holder of an occasional permit to serve liquor is required to adhere to the following rules:
  - The holder of an occasional permit shall not, during the period and in the premises for which the occasional permit has been issued, allow:
    - a) drunkenness or disorderly conduct to take place;
    - b) liquor other than that authorized by the occasional permit to be had, kept or consumed;
    - c) liquor to be sold except as authorized by the occasional permit;
    - d) liquor to be removed from the premises during or after the social occasion except as authorized by the LGCA; or persons, other than members of the organization or previously invited guests of the organization to which or, if an individual, to whom, the occasional permit has been granted, to attend the social occasion.
- **Payment** for your booking is not due until an invoice has been emailed to you.
  - ❖ Payments can be made during our regular weekday business hours, Monday – Friday, 8:30 a.m. to 5:00 p.m.
  - ❖ Please make cheques payable to **Brandon Riverbank Inc.**
  - ❖ Remittance address: #1 - 545 Conservation Drive, Brandon, Manitoba, R7A 7L8

- **Cancellation Policy:** Cancellations with less than 48 hours notice will be billed for the full room rental fees.
- **\*Purchase Order Numbers:** For those organizations that are billed via Purchase Order numbers please forward the number to our office **prior to your booking**, as per page one of the Agreement.
- Agreement subject to change at discretion of BRI.

### **Bookings Outside of Regular Working Hours**

- Regular MPR rental rates and guidelines apply.
- The renter is required to cover the costs associated with bringing in one of our staff members to keep the facility open during their time of booking.
- ***Our staff security cost is \$18.50 per hour and will be included on your invoice.***
- **For after hours emergencies please call: Dawn at 204-761-1904.**

### **Use of the Kitchen Facilities**

The kitchen must be returned to the state in which it was received. The appliances within the kitchen include a sink, fridge, stove and microwave. Dishes and cutlery are not available for use at the Riverbank Discovery Centre. The use of tea towels, dish clothes, and dish soap are included with the kitchen rental. Garbage is to be placed in the provided garbage bags and our staff will dispose of it.

**Please return all pages of this agreement in order to initiate the booking process. Our staff will be in touch if there are any questions or concerns with the details of your booking.**

#1 – 545 Conservation Drive  
 Brandon, Manitoba R7A 7L8  
 Ph: 204-729-2141 / Fax: 204-729-2139  
 Email: [admin@riverbank.mb.ca](mailto:admin@riverbank.mb.ca)

I have read this rental agreement and agree to abide by it.

\_\_\_\_\_ Signature

\_\_\_\_\_ Please print your name

**Liquor Hall Rental Agreement:**

RE: Riverbank Discovery Centre

I / We, the undersigned, hereafter known as the lessee, agree to rent the above named banquet hall and / or patio

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the

occasion / celebration of \_\_\_\_\_ and further agree to abide by and comply with the following conditions:

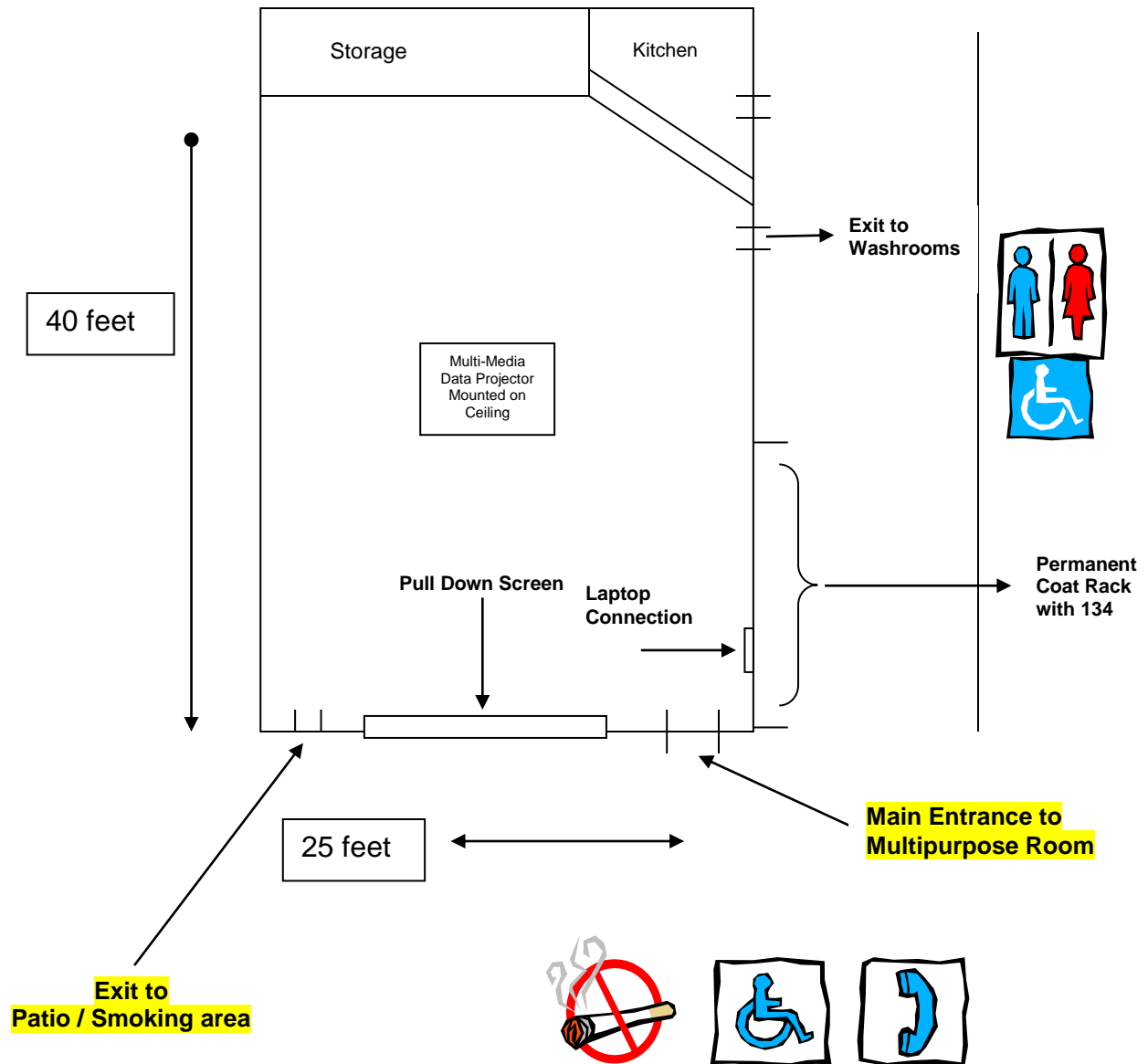
1. Any liquor that shall be brought into, served and consumed shall be in accordance with the amounts and conditions of an occasional permit issued by the Liquor, Gaming and Cannabis Authority of Manitoba. No liquor, other than is permitted by an occasional permit is allowed into the hall.
2. Admission to social functions with liquor (occasional permit) must be by invitation only. The general public is to be excluded. In order to adhere to this, tickets/invitations are not to be distributed in or around the hall. Any person(s) that do not have an invitation ticket properly acquired prior to the entering of the grounds will be refused admittance to the hall. (Exceptions can only be approved by the Liquor, Gaming and Cannabis Authority of Manitoba.)
3. No advertising of social occasions, at which liquor is to be served, is allowed without prior approval of the Liquor, Gaming and Cannabis Authority of Manitoba. (Exceptions can only be approved by the Liquor, Gaming and Cannabis Authority of Manitoba.)
4. Drunkenness or disorderly conduct is not allowed. Persons under eighteen (18) years of age are not allowed to handle, possess, or consume liquor.
5. All liquor is to be removed from the tables, and from any persons, one-half hour after the term stated on the occasional permit for liquor.
6. The facility is to be vacated by: \_\_\_\_\_ (no later than 1am).
7. Staff will be on hand to supervise, as well as assist, the lessee with regard to the rules and regulations and use of the premises' facilities.
8. The premise will be subject to inspection by the facility owners, police and inspectors of the Liquor, Gaming and Cannabis Authority of Manitoba at any and all times.
9. Any violation of these regulations and conditions, or the regulations of an occasional permit for liquor, can result in the immediate vacating of the premises, without refund to the lessee.
10. Guidelines outlined in the Riverbank Discovery Centre Rental Agreement also apply.

Date \_\_\_\_\_

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Brandon Riverbank Inc.

# Riverbank Discovery Centre – Multipurpose Room Floor Layout



**FREE PARKING** is available directly in front of the Riverbank Discovery Centre. The parking area is paved. There are no electrical outlets available. The parking lot to the east of the Riverbank Discovery Centre is reserved for **STAFF ONLY**.