



**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 Agreement

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

Name of Organization (If applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email (for billing): \_\_\_\_\_ Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Booking/Event Start Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Approx. # of Attendees: \_\_\_\_\_ P.O # (if applicable): \_\_\_\_\_

### Booking Fees

- Half day rental..... \$120 (5 hours & under)
- Full day rental..... \$200 (5 - 12 hours)
- Before or after hours access to the Riverbank Discovery Centre:  
 Staffing @ \$18.50 per hour x  hours

### Coffee Service:

Coffee charge is \$8 per pot, tea is \$0.50 per bag used. Compostable cups, condiments and stir sticks are supplied.

Coffee:  Yes  No ..... How many pots:  (1 Pot is approx. 8 cups)

Tea:  Yes  No

Ice water (only available with coffee service):  Yes  No

### Alcohol:

If liquor is being served a liquor permit is required and may be arranged through the LGCA of MB. Please provide us with a copy to put with your agreement. Page 4 will need to be filled out.

Will you be serving liquor:  Yes  No

### Riverbank Discovery Centre hours of operation:

Winter/fall (Thanksgiving to May long wknd)  
 Monday to Friday 8:30am-5:00pm  
 Weekends & Holidays 12:00pm-5:00pm

Spring/Summer (May long wknd to Thanksgiving)  
 Monday to Friday 8:30am-8:00pm  
 Weekends & Holidays 11:00am-7:00pm

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

- DVD & screen
- LCD projector, screen & computer speakers
- Flipchart with paper
- Wireless Internet
- Conference line phone, includes regular handset

**Room Layout:**

Tables provided are 8 feet long (10 Available), maximum numbers include 4 chairs per table unless specified.

- Theatre Style - max 60 people
- U-Shape - max 24 people
- Square - max 28 people
- Classroom - max 32 people
- Boardroom - max 20 people
- Banquet - max 64 people  
(8 chairs per table – 4 chairs per side)
- Other (please sketch on page 5)

**Other options available:**

- Kitchen (dishes, cutlery, napkins and table cloths not provided)
- Wooden Podium
- Mobile Podium (height can be adjusted)

**Meals:**

	Time to be delivered	Caterer
Breakfast:	_____	_____
Lunch:	_____	_____
Dinner:	_____	_____

**Conditions of Use & General Information**

The applicant shall be liable for any damages to the Multipurpose Room and kitchen, to any contents therein, to any personal injury suffered by any guests, before, during or after, said booking within the Multipurpose Room, kitchen or Riverbank Discovery Centre itself. Applicant could be charged for loss of income due to the damages incurred at the discretion of Brandon Riverbank Inc.

The applicant does hereby indemnify and save harmless Brandon Riverbank Inc. and the City of Brandon (as property owners) from all claims, suits, actions, causes of action of every kind that may be brought against BRI, its servants or agents, including solicitor costs, by reason of or arising out of the granting of this Agreement in relation to the use of our Multipurpose Room or anywhere on Brandon Riverbank grounds for the purpose as set out herein.

Users acknowledge that the Riverbank Discovery Centre is a public facility and may become noisy due to visitors within the Centre.

The Applicant agrees and undertakes to ensure no alcohol is brought into the Riverbank Discovery Centre to be consumed or sold therein or thereon, before, during or after such event, unless the Applicant is in possession of, and files a copy with this agreement, a permit issued by the LGCA.

Users undertake to clean up immediately after the booking. All garbage is to be placed in the garbage bins before leaving. Our staff will dispose of the trash. If excessive cleanup is required by our staff, a minimum \$50 clean-up fee will be charged at BRI's discretion.

Cancellations of less than 48 hours' notice will be billed the full fees based on the times outlined in the agreement.

Catering is not provided through Brandon Riverbank Inc. You can make arrangements with existing businesses to bring food into the facility. A list of caterers is available upon request.

If using our kitchen, it must be returned to the state in which it was received. Appliances include a sink, fridge, stove and microwave. We do not supply dishes, cutlery, napkins or table cloths. Tea towels, dish cloths, and dish soap are provided.

Applicants can use the cork strips and push pins provided. We kindly ask that you do not stick anything to the walls as this could cause damage to the paint.

Washrooms (wheelchair accessible) are located directly across from the Multipurpose Room.

Users agree to ensure that no confetti of any kind, including rice and popcorn, are used on the grounds or in the centre due to conservation reasons.

**I have read this agreement and agree to abide by the Terms and Conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Liquor Hall Rental Agreement (if applicable)**

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

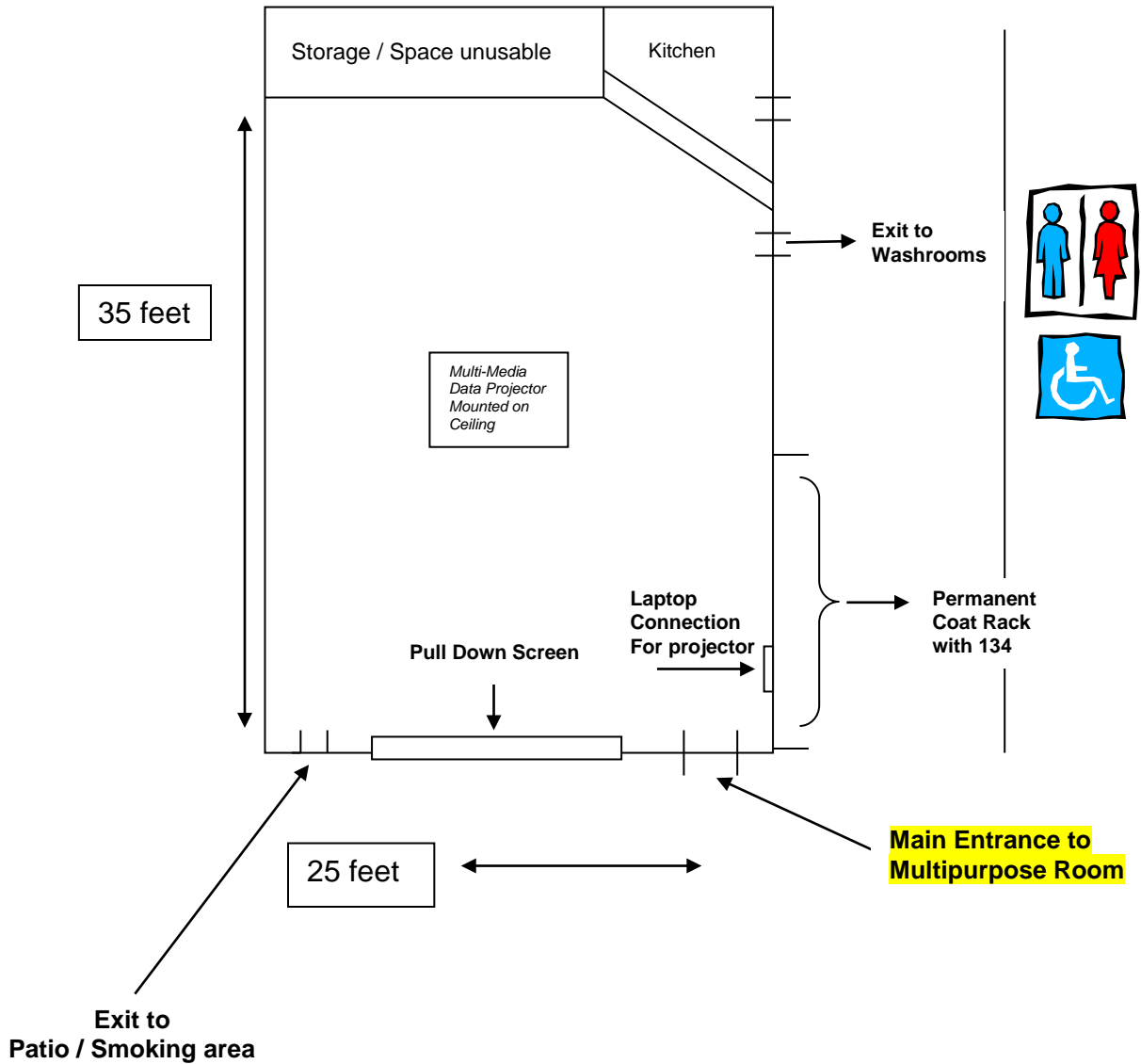
occasion / celebration of \_\_\_\_\_ and further agree to abide by and comply with the following conditions:

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.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BRI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Multipurpose Room Layout Information



**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.