



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

Grounds Agreement

Date of booking / event: _____

Type of booking / event:

- Charity Walk / Run
- Fitness event
- Other: _____

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: _____

Booking Fees

- 50 - 100 people..... \$100
- 100 - 500 people..... \$150
- 500 - 1000 people..... \$300
- 1000+ people..... \$550
- Before or after hours access to the Riverbank Discovery Centre:
\$40 Building opening fee plus staffing @ \$18.50 per hour x hours

Location

- Picnic Gazebo (North of the public parking lot)
- Picnic Shelters (East of Festival Park)
- Public Parking Lot (North of centre)
- Staff Parking Lot (East of centre, available during weekends)
- Other (please specify): _____

Will you be bringing any of the following: Yes (*please specify below*) No

- | | | |
|----------------------------------|--|------------------------------------|
| <input type="radio"/> Tents | <input type="radio"/> Portable Washrooms | <input type="radio"/> Alcohol |
| <input type="radio"/> Food Truck | <input type="radio"/> Hand Wash Stations | <input type="radio"/> Other: _____ |
| <input type="radio"/> Bleachers | <input type="radio"/> Garbages | |

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

Conditions of Use & General Information

The applicant shall be liable for any damages incurred during the event to Brandon Riverbank Inc. Grounds, to any contents therein, to any personal injury suffered by any guests, before, during or after, said event within Brandon Riverbank Inc. grounds or surrounding areas. 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 Brandon Riverbank Inc., 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 Brandon Riverbank Inc. grounds or surrounding areas for the purpose as set out herein.

The Applicant agrees and undertakes to ensure;

- a) no alcohol is brought onto the grounds to be consumed 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 pursuant to The Liquor Control Act; and
- b) no food or concession stands are operated on the grounds unless the Applicant ensures the stand operators are in possession of a business license issued pursuant to the City’s Licensing By-law.

Organizations holding events that are open to the public and advertised as such are required to provide Proof of Liability Insurance at a minimum of 2 million dollars that lists BRI as an additional insured. Where liquor is consumed Proof of Liability Insurance will be at a minimum of 5 million dollars that lists BRI as an additional insured. Proof of said insurance is to be submitted to BRI at least 2 weeks prior to event.

Users undertake to clean up immediately after the event any and all refuse on Brandon Riverbank Inc. grounds created by the event or the patrons attending the event. If excessive cleanup is required by our staff as a result of the event, a minimum \$150 clean-up fee will be charged.

The applicant is responsible to ensure that all MB Public Health Guidelines are met, if alcohol is present, to comply with the terms and conditions set by the LGCA and to organize volunteers and security if required. Failure to comply with these guidelines may result in the termination of rental agreement.

Users acknowledge that Brandon Riverbank grounds are open to the public and that BRI cannot ensure exclusive use for the event, however, BRI agrees that another event will not be booked on our grounds during the times outlined in the agreement.

Cancellations of less than 48 hours’ notice will be billed the full fees based on the times outlined in the agreement, with the exception of poor weather conditions. Cancellations with more than 48 hours’ notice will not be billed and the cancellation deposit will be refunded if applicable.

Users agree to ensure that no confetti of any kind, including rice, shall be used anywhere on Brandon Riverbank Inc. grounds for conservation reasons.

“Call before you dig” is mandatory if you are setting up tents, please visit clickbeforeyoudigmb.com.

Washrooms (wheelchair accessible) are located indoors only.

For after hour emergencies please call James at 204-720-3217.

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

Signature: _____ Date: _____

Please print your name: _____