



Brandon Riverbank Inc.  
 1-545 Conservation Drive  
 Brandon, MB R7A 7L8  
 204-729-2141  
 admin@riverbank.mb.ca

# Grounds Agreement

Invoice # \_\_\_\_\_

## RENTER INFORMATION

Name of Organization (if applicable): \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email (for billing): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Town: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_

## BOOKING INFORMATION

Rental Date: \_\_\_\_\_  
 Arrival / Set-up Time: \_\_\_\_\_  
 Function Start Time: \_\_\_\_\_  
 Departure Time: \_\_\_\_\_  
 Approximate # of Attendees: \_\_\_\_\_

Will you be needing building access for washrooms, before or after our regular business hours?

YES  NO

If YES, starting at what time? \_\_\_\_\_ or,

ending at what time? \_\_\_\_\_

*\*please see fees section for costs*

## TYPE OF BOOKING / EVENT

Charity Walk / Run  
 Fitness Event  
 Other : \_\_\_\_\_

## 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;  
 Staffing @ \$18.50 per hour x \_\_\_\_\_ hours

## LOCATION

Picnic Gazebo (North of the public parking lot)  
 Picnic Shelters (East of Festival Park)  
 Staff Parking lot (East of centre, available during weekends only)  
 Other (please specify) \_\_\_\_\_  
 \_\_\_\_\_

## WILL YOU BE BRINGING ANY OF THE FOLLOWING?

YES (please specify below)  NO

Tents  
 Food Trucks  
 Bleachers  
 Portable Washrooms  
 Hand Wash Stations  
 Garbage's  
 Alcohol  
 Other: \_\_\_\_\_  
 \_\_\_\_\_

## RIVERBANK DISCOVERY CENTRE HOURS OF OPERATION

Spring/Summer (May long wknd to Thanksgiving)

Monday to Friday 8:30am - 8:00pm

Weekends & Holidays 11:00am - 7:00pm

Winter/Fall (Thanksgiving to May long wknd)

Monday to Friday 8:30am - 5:00pm

Weekends & Holidays 12:00pm - 5:00pm



# 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.

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 by the LGCA;
- 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 unless communicated between BRI and applicant.

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.

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](http://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: \_\_\_\_\_