



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

Grounds Event Agreement

Invoice # _____

RENTER INFORMATION

Name of Organization (if applicable): _____

 Contact Name: _____
 Type of Booking: _____
 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 THE FOLLOWING?

- Building access before or after regular business hours for washroom use? *please see fees section for cost*
 ___ YES ___ NO / Please specify time: _____
- Access to electricity? *please see fees section for cost*
 ___ YES ___ NO
- Access to grounds the day before or after for set-up or take-down? *please see fees section for cost*
 ___ YES ___ NO / ___ Day before or; ___ Day after

LOCATION

- ___ Picnic Gazebo (North of the public parking lot)
- ___ Picnic Shelters (East of Festival Park)
- ___ Trails
- ___ Staff Parking lot (East of centre, weekends only)
- ___ Grounds between Festival Park & Picnic Shelters
- ___ "Bowl" North of stage for parking
- ___ Other: _____

WILL YOU BE BRINGING ANY OF THE FOLLOWING?

- ___ YES (please specify below) ___ NO
- ___ Tents
 - ___ Food Trucks
 - ___ Portable Washrooms / Hand Wash Stations
 - ___ Garbage's
 - ___ Alcohol
 - ___ Other: _____

FEES

Event with 25 people or less

- ___ \$20 hourly rate x ___ hours
- ___ \$10 Electricity

Event with 25 - 100 people

- ___ \$40 hourly rate x ___ hours
- ___ \$10 Electricity

Event with 101 - 250 people

- ___ \$350 Full Day (5-12 hours)
- ___ \$200 Half Day (up to 5 hours)
- ___ \$25 Electricity

Event with 251+ people

- ___ Call for pricing - Full or Half Day / Electricity

OTHER FEES

- ___ Building access before or after regular hours; Staffing @ \$35.00 per hour x ___ hours
- ___ \$100/day - Grounds access the day before or after (for set-up or take-down, based on availability)

DEPOSITS (Required at the time of booking)

- ___ Cancellation Deposit - When required, 50% of fees
- ___ Damage Deposit - When required, minimum \$250 (Pre-authorization will be done on credit card)

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.

Completed agreement can be emailed to admin@riverbank.mb.ca. An invoice will be emailed the following day. Payments accepted are cheque, credit/debit card or cash.

Not-for-Profits or Charitable Organizations to contact us for special pricing.

Cancellations of less than 48 hours' notice will be billed the full fees based on the agreement. Cancellation deposit will not be refunded if event is cancelled with less than a months notice.

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.

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

Signature: _____ Date: _____

Please print your name: _____