



Brandon Riverbank Inc.
1-545 Conservation Dr.
Brandon, MB R7A 7L8
204-729-2141

Multipurpose Room 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 have catering brought in YES NO

FEES

Half day rental \$175 (5 hours & under)
 Full day rental \$250 (5 -12 hours)
 Before or after-hours booking;
 Staffing @ \$35.00 per hour x _____ hours
 Kitchen clean-up fee \$40.00 (for larger catered events or those that use kitchen as a bar)

EQUIPMENT

\$40 flat fee. Please make selections below;
 LCD projector, screen & computer speakers
 Flipchart with paper
 Wireless internet (secure network)

COFFEE/TEA SERVICE

Coffee charge is \$12 per pot (approx. 8 cups), tea is \$1.00 per bag used. Cups, condiments and stir sticks are supplied. Ice water only available with coffee service.

Coffee: YES NO How many pots: _____
 Tea: YES NO
 Ice Water: YES NO

ALCOHOL

Will you be serving liquor: YES NO
 If yes, a liquor permit is required through the LGCA of MB and page 3 will need to be filled out.

ROOM LAYOUT

Tables are 8ft long, 10 available, max numbers include 4 chairs per table unless specified.

- Theatre style (max 60 chairs, no tables)
- U-Shape (max 24 chairs)
- Square (max 28 chairs, projector use limited)
- Classroom (max 32 chairs)
- Boardroom (max 20 chairs)
- Banquet (max 64 chairs, projector use limited) (8 chairs per table, 4 chairs per side)
- Other: _____

OTHER OPTIONS AVAILABLE

- Kitchen (dishes, cutlery, napkins and table cloths not provided) *See fees section*
- Wooden podium
- Mobile Podium (height can be adjusted)
- Table at back of room for food

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 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.

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

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.

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 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 clean up or professional carpet cleaning is required, 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. Tea towels, dish cloths and dish soap are provided. We do not supply dishes, cutlery, napkins or table cloths. A \$40 fee will be charged for those having larger catered events or using the kitchen as a bar.

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.

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 Agreement (if applicable)

BRANDON RIVERBANK INC. TERMS & CONDITIONS

I agree to rent the Multipurpose Room on _____ YYYY / ____ MM / ____ DD, from _____ to _____ and further agree to abide by and comply with the following conditions:

Permit holder must agree and abide by all terms and conditions outlined by the LGCA of MB, which can be found here www.mylgca.ca/TermsAndCondition

Please email a copy of your permit to admin@riverbank.mb.ca before your booking.

Permit holders must be in attendance at all times when alcohol is present.

Permit holders must have the permit available in printed or electronic format in the premises during the social occasion for presentation upon request to staff, inspectors or members of a police force.

The facility is to be vacated by the time specified above and on your agreement (no later than 1am).

Liquor must stay inside the Multipurpose Room unless approved by Brandon Riverbank Inc. and the LGCA that it may be in the Foyer.

Permit holders must not allow disorderly people to be in or about the premises or any liquor to be served to a person who is or appears to be intoxicated.

Liquor must not be removed or brought onto the premises during the social occasion by guests.

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 LGCA.

The general public may not be admitted to a permit event, with the exception of approved community or charitable events. The premises must be reserved for the exclusive use of members and individually invited guests of the person or organization granted the permit. Guests must have previously (not at the door) received an invitation or purchased tickets after being invited to attend the social occasion.

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.

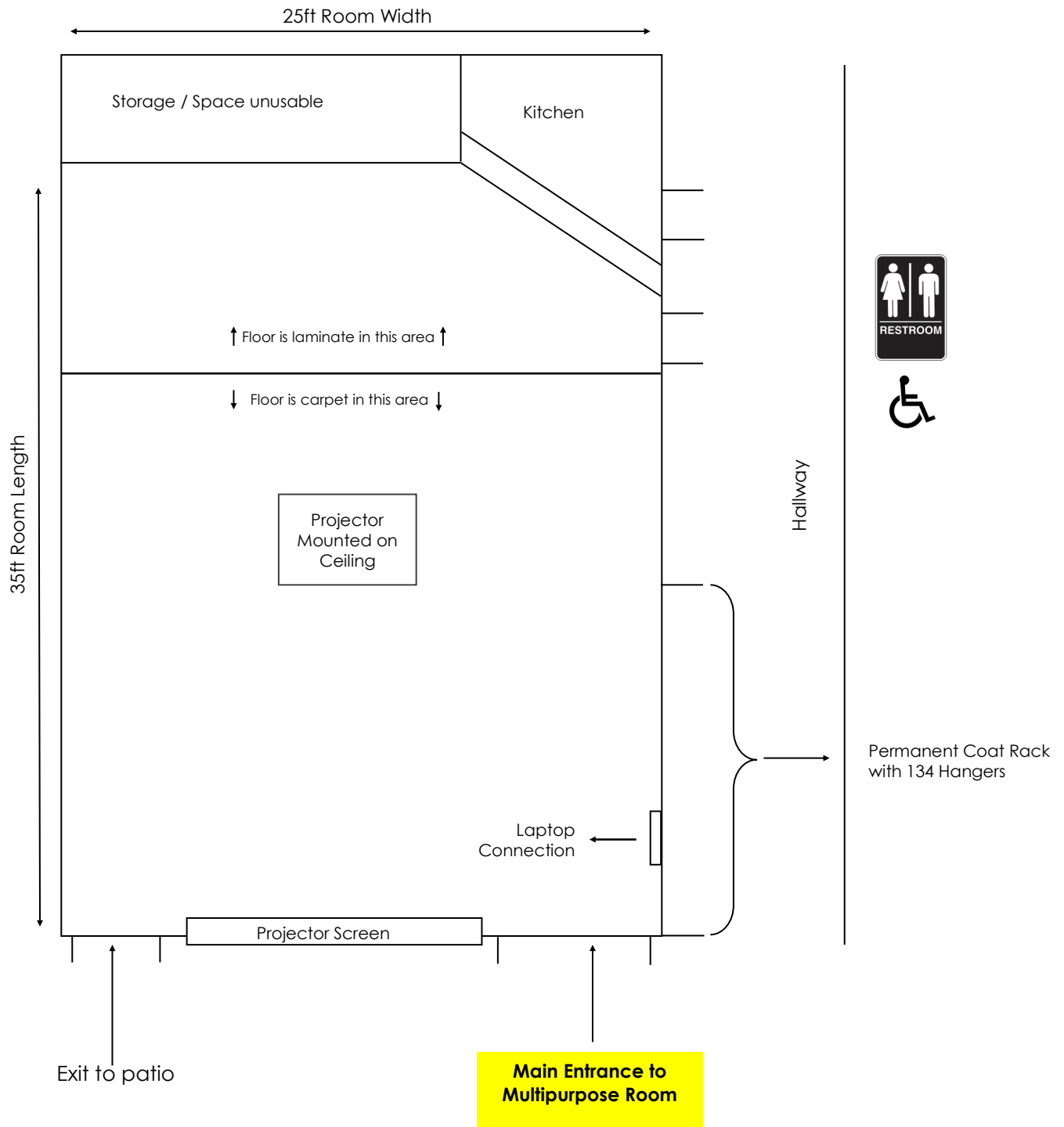
Any violation of these regulations and conditions, or the regulations of an occasional permit for liquor, can result in the immediate vacating of the premises, without refund to the applicant renting the room.

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

Lessee Signature: _____ Date: _____

BRI Signature: _____ Date: _____

Multipurpose Room 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.