



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

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
 Will you be using the patio YES NO

FEES

Half day rental \$175 (5 hours & under)
 Full day rental \$250 (5 -12 hours)
 Before or after-hours fee;
 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 selection below.
**Please note laptop is not provided*
 LCD projector, screen & computer speakers
 Flipchart with paper
 Wireless internet (secure network)

COFFEE/TEA SERVICE

Coffee service charge is \$12 per pot (approx. 8 cups), tea service charge is a \$5 flat fee. 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 2 will need to be signed.

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*
 Mobile Podium/desk (height can be adjusted)
 Wooden lectern podium
 Table at back of room for food
 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



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General Information & Terms and Conditions

GENERAL INFORMATION

Completed agreement to be emailed to admin@riverbank.mb.ca. An invoice will be emailed the following day.

Our responsibility will be to set-up the room, provide coffee service, empty garbage bins, wipe down tables/counters and mop after the booking.

Your responsibility will be to place all garbage/ recycling into the bins provided and wipe up major spills. Kitchen must be returned to the state in which it was received. If damage or excessive clean up is required, a minimum \$50 fee will be charged at BRI's discretion.

The Riverbank Discovery Centre is a public facility and may become noisy due to visitors.

Kitchen includes a sink, fridge, stove and microwave. Tea towels, dish cloths and dish soap are provided.

Applicants can organize catering to be brought in. A list of caterers is available upon request.

Cork strips are along two walls, push pins provided. We kindly ask that you do not stick anything to the walls as this could cause damage to the paint.

We do not allow confetti of any kind, including rice and popcorn, in our multipurpose room or on the grounds due to conservation reasons.

TERMS AND CONDITIONS

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.

The Applicant agrees to ensure no alcohol is brought into the Riverbank Discovery Centre unless they are in possession of a LGCA permit.

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

I have read and agree to abide by the general information and Terms and Conditions;

Signature: _____

Date: _____

LIQUOR TERMS AND CONDITIONS (IF APPLICABLE)

Permit holder must agree and abide by the regulations outlined by the LGCA of MB.

We require a copy of your permit emailed to admin@riverbank.mb.ca one week prior to your booking.

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

The facility is to be vacated by the time specified 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 can be in the foyer or on the patio.

Any violation of these terms and conditions, or the regulations of an Social Occasion Liquor Permit, can result in the immediate vacating of the premises, a refund will not be provided.

I have read the liquor terms and conditions and agree to abide by them;

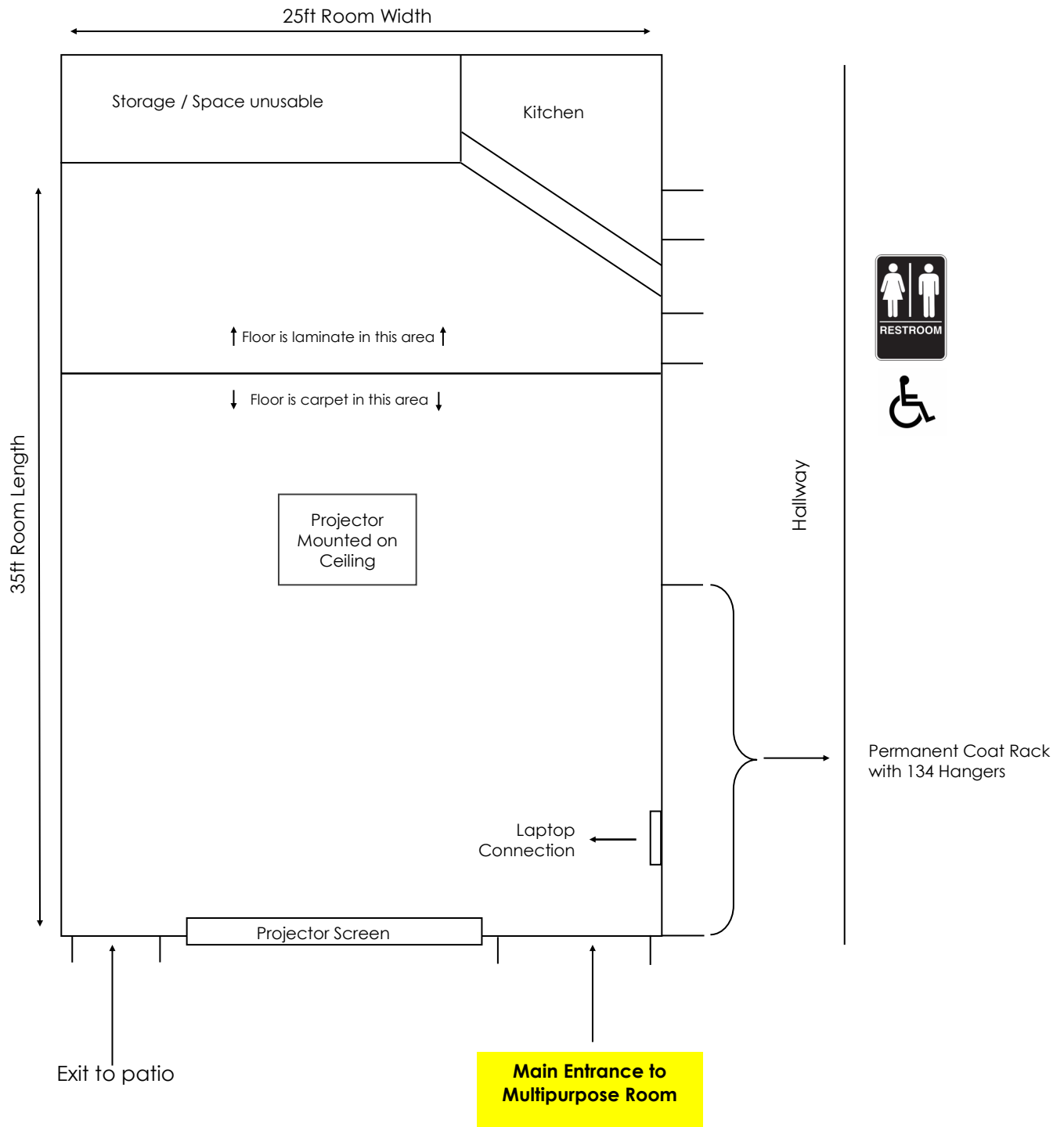
Signature: _____

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.