



VILLAGE DE/OF ST-PIERRE-JOLYS

C.P./Box 218, St-Pierre-Jolys, Manitoba ROA 1V0
tel (204) 433-7832 fax (204) 433-7053

Village de/of St-Pierre-Jolys Hall Rental Agreement

Please complete this agreement and return it to secure your reservation.

Agreement between: Village St-Pierre-Jolys

AND:

NAME: _____

ADDRESS: _____

PHONE # (DAY) _____ CELL # _____

EMAIL ADDRESS: _____

Event Information:

EVENT (SOCIAL, WEDDING, FUNERAL, GATHERING, OTHER) _____

EVENT DATE: _____ EVENT TIME: _____

PROJECTED # OF ATTENDEES: _____ ALCOHOL SERVED: YES NO

EVENT DETAILS: _____

1. Hall Rental Fee is \$600 with a \$300 deposit including a \$150 non-refundable deposit for weddings and socials, due with the signed contract by the lessee to guarantee booking of the hall for the above date stated which includes damage/cleaning deposit.
2. Village St-Pierre-Jolys accepts Cash, Cheque, Visa, Mastercard or e-transfer at finance@villagestpierrejolys.ca
3. Make cheques payable to Village St-Pierre-Jolys.
4. Keys to be returned to the Village office in the drop box the following day and Full Payment required when final invoice received.
5. GST included in total price (Full day rental of \$600 only)
6. Deposit is non-refundable unless event is cancelled more than 30 days prior to the event.

Signed (Lessee)

Signed (Representative of the Village of St-Pierre-Jolys

Recreation Centre Staff)

Date (day/month/year)

Hall Rental Agreement Rules and Conditions

1. 3rd party liability insurance must be obtained for the rental (minimum \$2,000,000) of the hall for social evenings also naming the Village of St-Pierre-Jolys as the additional/insured. Renter to provide proof of purchased insurance a week prior to the event or at the day of key pick up at the Village office.
2. Keys to the hall are to be picked up the business day prior to the event from the Village office at 701 Jolys Ave East between the hours of 8:30am to 4:30 pm. Arrangements can be made with the office to schedule pick up by calling 204-433-7832. Hall key is to be returned in the drop box at the Village office the day AFTER the event...NO EXEPTIONS!
3. No outside alcohol permitted on the premises other than specified on the liquor permit.
4. Catered functions: Arrangements to be made by lessee with caterer for any deliveries to the facility.
5. If minors are present, CLEAR identification must be provided to those 18 and over. All those over 18 must have a wristband or similar clearly visible to security and bartenders (for event with liquor permits only).
6. Decorations on the wall must only be fastened with approved fasteners by the facility manager. Scotch or Painter's tape is recommended...ABSOLUTELY no packing, tuck or duct tape, tacks or nails allowed. Removal of all tape and decorations must be removed at the end of the evening. If damage to the walls or floor are present, there may be a damage fee applied to the lessee on the final invoice.
7. All bar supplies, cups, ice, and mix are to be supplied by the lessee. Cups must be used to serve beverages.
8. Village of St-Pierre-Jolys Recreation Centre is a non-smoking facility, no smoking or vaping allowed in the building at any time.
9. No alcoholic beverages are permitted to leave the building during any event.
10. Holder of the liquor permit must be on the premises before and during the event for any alcohol to served and must not be under the influence of alcohol.

RESPONSIBILITY OF LESSEE AT THE END OF THE EVENT

1. Wash all tables, wipe chairs and stack chairs 8 high.
2. Pick up garbage, food (etc.) from floor, sweep debris off the floor; especially tickets that will stick to the floor.
3. Remove ALL garbage and recycling from the hall and dispose in marked metal bins at westside of the building. Recycling is to be disposed of loosely without bags.
4. Bathrooms-pick up garbage, clean up excessive mess (i.e. vomit)
5. Remove ALL decorations and tape from walls.
6. Shut off all the lights.
7. Ensure ALL doors are locked before leaving.

KITCHEN RULES-CLEAN UP

1. All dishes used are to be cleaned and put away at proper location.
2. All coffee perks (if used) must be cleaned and free of remaining coffee grinds in the bottom.
3. Stove and other kitchen equipment (if used) must be cleaned properly...please ensure to double check the stove to ensure all elements are turned off and oven is shut off.
4. All food must be removed from the coolers and coolers unplugged before leaving.
(Kitchen and Bar) off switches for the bar coolers are 2 breakers (34-35-36) in breaker panel located in the bar, they are identified with green tape.

BAR

1. Lessee is responsible of all equipment clean up used in the bar.
2. Lessee is required to provide own cups, mix, ice, etc...
3. Bartenders will be provided by the Village of St-Pierre-Jolys at a cost of \$125 per bartender (2) to all functions serving alcohol...NO EXECPTIONS!!!
4. Security will also be provided by the Village of St-Pierre-Jolys at a cost of \$150 per security (2) to all functions serving alcohol.
5. Weddings only: \$150 per bartender (2) and \$175 for security (1)
6. Bar closes @ 12:30am sharp... music stops ½ hour after bar is closed (1:00am)
7. All guests must be vacated ½ hour after music stops (1:30am)

RENTAL RATES

Hall Rental

Non prime time	Monday to Friday before 5pm	\$42.50/hr
Prime time	Monday to Friday after 5pm and weekends	\$85.00/hr
Funerals		\$325 flat fee
Social and Weddings	Flat fee (7.5+hrs) tax included	\$600.00
Birthday parties, meetings, training classes and workshops		\$75.00 per 3hrs

Kitchen Rental

Monday to Friday including weekends	\$25/hr
Flat fee 7.5+hrs tax included	\$160.00

Functions serving alcohol

1. 2 bartenders at a cost of \$125.00 each and 2 Security at a cost of \$150.00 (socials)

2. Any wedding rental MUST have 2 bartenders at \$150 (each) and 1 security at \$175
3. ALL security and bartenders are supplied by the Village of St-Pierre-Jolys at the costs stated above except where noted.

It is understood that the lessee shall indemnify and hold the St-Pierre Recreation Centre and/or the Village of St-Pierre-Jolys harmless from and against all claims or demands with respect to the use of the hall. The St Pierre Recreation Centre and/or the Village of St-Pierre-Jolys is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.

The lessee also agrees to pay any additional cleaning costs that may occur if cleaning regulations not performed to standards of the facility at an additional cost to the lessee at a rate of \$20 per hour and will be added to the lessee's final invoice.

HALL ADDRESS • 545 Ave Hebert, St Pierre-Jolys, MB

I, _____, understand and agree to the conditions stated above.

Lessee: _____

Date: d/____m/____yr/ ____

Facility Manager: _____

Date: d/____m/____yr/ ____

(Joel Cure)

