

Wedding Rental Agreement/Invoice
Carman Active Living Centre
47 Ed Belfour Drive, Box 2224 Carman, MB R0G0J0
Phone 745- 2356 Fax 745-6611 email carmanalc@gmail.com

Renter _____ phone: _____

Names of wedding couple _____

Fax # _____ email _____

Liquor Y N ****If Yes please See Schedule B

Date(s) _____ Hrs _____ to _____

Miscellaneous comments (caterer, etc.) _____

FEE AGREEMENT

Basic Rent Hall Weekend Wedding rental \$300.00

Includes Friday set up (after 7:00pm), all day Saturday and Sunday until 10:00am

Kitchen \$1 per plate to maximum 200 people

Minimum - \$50. \$ _____

Use of Bar \$100. \$ _____

Additional Fees - Tablecloths \$5. Ea/Max \$50.00 \$ _____

- Damage Deposit \$100.00 *****see note below

TOTAL FEES \$ _____

Less Booking Deposit \$200.00 cheque cash date _____

Balance Owing \$ _____ **to be paid in full the Friday before the event in exchange for keys
to the facility. cheque cash date _____

I the renter have read and agree to the attached regulations and schedules.

Signature of renter _____

Signature _____ Rental booking Date _____
ALC representative

*****NOTE: Damage deposit is required by separate cheque the day prior to the event. This cheque will be returned (or portion thereof) 1 week after the function in order to determine if any extra clean up is required.**
Effective September 1, 2012

WEDDING RENTAL AGREEMENT REGULATIONS

A representative from the Active Living Centre will meet and assist the renter with regard to the following rules and use of the facilities prior to the event. **Please be aware that this is primarily a Senior Centre and there may be other people in the facility at any time during your hall rental. The Seniors are allowing you to rent this hall while they are participating in regular programs. They will also have shared access to the parking lot and washrooms.**

1.A BOOKING DEPOSIT of **\$200.00** is required 1 WEEK after the rental booking date. Balance of the invoice as well as a **\$100.00** damage deposit by separate cheque is **due 1 day prior** to the rental date as explained in the rental agreement. The booking deposit will be returned if the rental is cancelled within 60 days of the event.

2. The RENTER ACCEPTS LIABILITY FOR DAMAGES caused at the function and will pay for any damages or missing equipment following inspection of the premises. All fixtures, sound system, lights, furniture, kitchen equipment etc. are the property of the hall and are not to be removed. The Renter agrees to pay additional charges for any broken or missing contents. The Renter shall be invoiced accordingly for any expenses incurred by the ALC as a result of any damages or loss to the facilities during the period the Renter was responsible for same.

3. The Renter ensures that **NO CONFETTI OR RICE** is thrown on the premises or grounds. Small metallic table cloth decorations can NOT be used. Fun tak must be used to fasten decorations to walls, absolutely **NO TAPE** is permitted.

4. The RENTER IS RESPONSIBLE FOR CONDUCT OF ALL PERSONS ATTENDING THEIR EVENT at the Centre. A representative of the Centre may inspect the function at any time during the event and may remove from the premises any person/persons who fail to comply with the regulations.

5. The ACTIVE LIVING CENTRE IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF RENTER'S PROPERTY during the event and will not be liable for injury to any guests at any function held on ALC premises. And the renter agrees to indemnify the Active Living Centre for any claims.

6. NO SMOKING is permitted in the Centre at any time. An outside container is provided.

7. Liquor permits are responsibility of the Renter. The Renter must abide by all the laws of Manitoba and the Manitoba Liquor Control Commission with respect to the liquor license as per **SCHEDULE B**

Attached are as SCHEDULE A are "Cleaning Guidelines" which form part of the rental agreement.

The Carman Active Living Centre reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this agreement were broken or that the facility is not being used for the purpose for which this agreement is intended, or that the Renter is not complying with the Liquor Control Act, the regulations under that act, as well as the policies of the Manitoba Liquor Control Commission, the R.C.M.P., the Town of Carman, or that the above listed conditions of the rentals are not met.

Effective September 1, 2012

SCHEDULE A

All garbage is to be collected and placed in plastic bags. Bags are to be put in container located outside the southeast hall exit. DO NOT PUT LIQUIDS IN GARBAGE BAGS. All recycleables placed in the blue box provided.

DECORATIONS and PROPS including sticky tak must be taken down and removed from premises.

Leave tables and chairs set up for cleaning.

Kitchen - Stoves tops are to be cleaned and all dishes and cutlery are to be washed and put away. The fridge is to be left clean and empty, the counter tops and sinks wiped.

Note: Please do not dispose of any food down the sink drains, any resulting plumbing costs will be charged to the renter.

TIDY the bar area, if used and REMOVE all supplies.

Any additional cleaning that is required will be charged at a rate of \$25.00 per hour and will be invoiced to the renter or taken from the damage deposit.

LOCK-UP PROCEDURE:

All lights are to be turned off. Please ensure that the Automatic door is turned off at the front exit as well as both doors being securely locked (see note on door re: procedure to lock right hand door).

Please place keys under the ALC office door and exit through the kitchen door making sure it is securely closed when you are outside the building.

Use of Sound System:

1. Turn on the electrical switch. Turn on the switch on the machine. A) Put the battery in the cordless microphone and turn the microphone on. Or B) plug microphone cord into machine and adjust volume.
2. Always turn the microphone off when you are not using it.
3. Be sure to take out the battery when you are finished with the sound system as it drains the battery if left in the microphone.
4. Be sure both switches are turned off.

SCHEDULE B

Please note: No food or drinks of any kind are allowed outside the main hall. ****

******Failure to abide by this rule will result in additional clean up charges.**

Regulations regarding use of liquor:

1. No alcoholic beverages are allowed in the hall except those that are listed in any permit obtained by the renter. Removal of all empty bottles and liquor is the responsibility of the renter at the time of departure.
2. All liquor is to be removed from the tables, and from any persons, 30 minutes after the time stated on the occasional permit for liquor.
- 3.. The hall is to be vacated one hour after the time stated on the occasional permit.
4. The premises will be subject to inspection by the Active Living Centre Board, the RCMP and inspectors of the Liquor Control Commission at any time.
5. The renter is responsible for: liquor permit, liquor, cash float, cash box, tickets, ticket seller, glasses, mix and ice.
6. One bartender is recommended for every 100 people.

Revised Sept 1/12