



Agri-Rec Centre Rental Agreement

43 Main St N. Box 100, Rossburn, Manitoba R0J 1V0

Phone: 204-859-2779 Caretaker: 204-764-7181

Email: municipaloffice@rossburn.ca

www.rossburn.ca

Applicants Information/Billing Information

Name: _____ **OR**

Organization: _____

Name of Contact Person for the Organization: _____

Mailing Address: _____

Email address: _____

Phone number: _____ Cell number: _____

Event Information

Description: _____

Number of people estimated to attend: _____

Date(s) requested: _____

Start time (first day): _____ End time (last day): _____

Waiting Room/Kitchen area

Full Facility

Access required before event – circle one: Yes No

If yes: Required before 4 pm – Full day rental Required after 4 pm - \$50

Access required after event – circle one: Yes No

If yes: Required past noon – Full day rental Required until noon - \$50

How many tables are required: _____ How many chairs are required: _____



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Agri Rec Facility Rental Fees

Entire Facility | Seating Capacity 578

There are 46 Tables and 475 Chairs included in rental fee.

How many days	Description	Cost per day	Total
	Early Access after 4pm	\$50.00	
	Early Access full day	\$150.00	
	Day (s)	\$500.00	
	Late Access until noon	\$50.00	
	Late Access past noon	\$150.00	
1	Security Deposit	\$300.00	\$300.00
		Subtotal	
		GST 5%	
		Total due	
	Non Refundable Deposit	25%	
	Due before key pick-up	75%	



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Liquor

Will the event involve the sale or consumption of Alcohol? Yes No

If you are planning to sell or serve liquor at a one-time special occasion such as a social, charity fundraiser or wedding reception, you need a social occasion liquor permit. A permit is needed anytime liquor is offered for sale or served anywhere other than in a licensed establishment or in a private residence. A liquor permit can be obtained online at www.MyLGCA.ca.

Liquor Permit Number: _____

Outside User Liability Insurance

Within the AMM General Insurance Program, municipalities have insurance coverage for damage to property caused by outside organizations, and liability protection for injuries to members of these groups arising from the negligence of the municipality. However, these organizations are NOT covered by the AMM General Insurance Program for either property they may bring into a municipal building, or for injuries or damage arising from their activities on the property. Therefore, when renting the facility, third party insurance is required.

I /We Have Sufficient Liability Insurance coverage for this event

* Proof must be submitted.

I/We Require Insurance from Municipality Insurer.

* Insurance application to be completed through the AMM Insurance online portal and paid for with a credit card. A copy of the certificate of insurance must be provided to the Municipality.

Insurance Policy Number: _____

Notes:



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FACILITY USE AGREEMENT

The Individual, Group or Organization hereinafter shall be referred to as the "Licensee".

The rental facility known as Agri-Rec Centre shall be referred to as the "Facility".

The Rossburn Municipality requires that the Licensee:

1. adhere to the terms of this Agreement otherwise it may be cancelled or withdrawn at any time, this agreement is not transferable.
2. be responsible for any damages incurred by using the Facility.
3. is responsible for set up of tables/chairs and take down – tables should be cleaned.
4. exercise the greatest care in the use of the Facility and leave the premises clean and tidy (cleaning checklist provided). Failure to do shall result in a \$50/hour extra cleaning fee and a retention of the security deposit.
5. inspect the facility prior to use to ensure it is safe to use and clean. Unsafe conditions to be reported to the Caretaker or the Municipal Office;
6. report all damages immediately to the Municipal Office or to the Caretaker
7. ensure that all activities covered in this Agreement are under the immediate supervision and control of a competent and trustworthy adult who will personally supervise the Facility;
8. call the Municipal Office and cancel this Agreement if the Facility will not be used on designated dates (see cancellation policy)
9. pay whatever fees are levied according to the Fee's and Charges set out in By-Law 2020-003A;
10. inform, to the best of his/her ability, all responsible officials associated with the Agreement of the Terms, Regulations and Cancellation policy;
11. any costs over and above the normal contracted services (i.e. additional clean-up, garbage pick-up, security and/or maintenance personnel) will be charged back to the Licensee at the conclusion of the event;
12. if refundable bottles or cans are left behind they become property of the Municipality
13. the Licensee shall strictly observe and obey all statutes, bylaws and statutory regulations relating to the facility or its use;
14. the Licensee may not assign any of the rights granted by this agreement to any other person;



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15. all bylaws, statutes and regulations relating to the fire prevention, applicable for the Facility must be observed;
16. alcoholic beverages are not permitted on premises without notifying the Municipality at the time of application, a liquor permit is required from The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA).
17. the Rossburn Municipality is not responsible for any lost, stolen or damaged property or injuries;
18. the facility may not be altered in any way without prior written consent of the Rossburn Municipality;
19. the Rossburn Municipality may at any time while its premises are occupied or used by the Licensee, enter the premises and inspect the premises and may make or cause to be made any alterations, repairs or additions which in its opinion it believes are necessary for the safety of persons or for use of the premises or preservation of the premises and the Rossburn Municipality shall not be liable to the Licensee for any damage, direct or consequential, caused by such inspection or works undertaken by the Rossburn Municipality;
20. the Licensee accepts and will use the Facility at their own risk and shall assume all risks and hazards incidental to use of the Facility and agrees to release, absolve, and save harmless and keep indemnified the Rossburn Municipality employees and representatives from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to personal property howsoever caused, arising out of or in connection with the use of the facility notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the Rossburn Municipality employees or representatives
21. if at any time during the term of this agreement the Rossburn Municipality requires this facility, the Municipality reserves the right to cancel any booked times upon fourteen days advance notice.
22. The Municipality shall not be required to provide the Facility to the Licensee in the event that the Facilities are unavailable as a result of unforeseen malfunction, breakdown of a component of the equipment of the Facility, or as a result of inclement weather or natural disaster, any of which makes the provision of renting the Facilities either unsafe or, in the view of the Municipality impractical.
23. The Rossburn Municipality requires the Licensee to obtain and pay for a \$2,000,000 User Liability Insurance Policy for all alcohol related events.



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Cancellation Policy

At the time of booking, 25% of the rental fees including the security deposit and taxes is due. The balance is due and has to be paid before picking up the keys prior to the setup or rental. In the event of cancellation, facility rental deposit fee is refundable on a case-by-case basis if ample notice is given to the Municipality. If proper notice is not given, the Municipality may retain the deposit.

I hereby certify that I have read and agree to the above noted terms and conditions.

Date: _____

Signature: _____

Municipal Representative Signature: _____



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Pre-Rental Tour and Checklist:

Pre-Rental Tour and checklist given to _____ on _____ day of _____, 20____ by _____ .

I, _____, acknowledge that a tour was given of the facility on the date noted above and that the following items were shown and met my expectations:

___ Tables, Chairs and Counters are clean

___ Carpets are clean

___ Tables and Chairs are made available

___ Lights are working

___ Restrooms are clean

___ General facility is clean and ready for event

___ Dishes are clean

___ All garbage bins are clean and lined with a bag

___ Fridges and Freezers are clean

___ Renter is responsible for setting up the requested tables and chairs

___ Microwave is clean

___ Floors are swept and clean

Signature: _____

Date: _____ Time: _____

Municipal Representative Signature: _____



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Post-Rental Tour and Checklist:

At the conclusion of your event, please check off all the appropriate items below. Your deposit will be returned by check if all items pass inspection by the Caretaker or Municipal Staff member. If any items require extra cleaning, some of your deposit could be used for janitorial services.

- | | |
|---|--|
| <input type="checkbox"/> Wash all tables and chairs | <input type="checkbox"/> Sweep floors off all debris – including confettis. |
| <input type="checkbox"/> Leave tables and stack chairs | <input type="checkbox"/> Spot wash where spills happened |
| <input type="checkbox"/> Wash all counters | <input type="checkbox"/> Check restrooms – flush toilets, pick up and remove garbage |
| <input type="checkbox"/> Wash and put away all dishes | <input type="checkbox"/> Check that faucets are not dripping |
| <input type="checkbox"/> Remove food & drinks from fridges | <input type="checkbox"/> Turn off all the lights |
| <input type="checkbox"/> Remove food & drinks from freezers | <input type="checkbox"/> Check that all doors are closed and locked (where applicable) |
| <input type="checkbox"/> Wipe out microwave | <input type="checkbox"/> Return this form and key to office |
| <input type="checkbox"/> Place all dirty linens (inc. dishcloths) in a pile in the kitchen. | |
| <input type="checkbox"/> Empty all garbage bins and place bags in outdoor shed | |

Checklist completed by: _____

Date: _____

Signature: _____

Facility checked and inspected by: _____

Date: _____ Time: _____

Municipal Representative Signature: _____