

Municipality of Minitonas-Bowsman

Minitonas Town Hall Rental Policy

Date Adopted: September 5, 2017

Date Updated: March 6th, 2018

Reservations

- Hall rentals are accepted on a first come, first serve basis. Anyone may book the hall; however, hall rentals may be superseded by Municipal priorities.
- Municipality will NOT rent the hall to anyone under the age of 18.
- A prepayment of half of the hall rental fee is due the day the rental agreement is signed; the damage deposit cheque is also due the day the rental agreement is signed. (Deposit cheque will not be cashed unless there are damages after the event)
- Rental agreement must be signed 14 days of booking the date with the Municipality. If the rental agreement is NOT signed within 14 days the date will open up to another individual interested.
- Balance of the rent must be paid when the key is picked up.
- Cheques are to be made payable to the Municipality of Minitonas-Bowsman. (Only cash, cheque or debit will be accepted)
- the Municipality has the right to revoke or refuse permission for use of the hall at any time for any reason.

Cancellations

- Event cancellations more than 30 days prior the event will receive a full refund of their prepayment.
- Cancellations made less than 30 days of the event will receive a 50% refund of their prepayment.
- Cancellations made less than 14 days of the event will receive 25% of their prepayment.
- If the renter fails to use the premises on their event date, the full rental will be kept by the Municipality.
- If for any reason the Municipality is unable to honor the booking, a full refund of any monies paid will be made.

Hall Use Guidelines

- Hall renters are required to perform their own set-up and clean-up and put away tables and chairs according to the guidelines posted in the hall.
- Clean-up MUST be completed after the event by 2pm the following day.

- The hall is to be left clean (swept, mopped if necessary) and all tables, chairs and equipment are to be returned clean to their designated places according to the posted guidelines in the hall. Failure to do so may result in charges against the damage deposit.
- It is the renter's responsibility to point out any damage before their event, or the renter will be held accountable.
- The seating capacity of the Hall is 160. Renters must not have more than the maximum capacity. The renter will be responsible for any fines incurred should an official inspection take place during their event.
- There is no smoking in the hall.
- Nothing to be stuck or attached to the wall ie. Tape, tacks, fun tac, 3M hooks, etc.
- Authorized representatives of the Municipality shall have the right to enter the hall and all parts thereof at any and all times during a scheduled event.
- The Municipality accepts no responsibility that may arise as a result during a scheduled event.

Alcohol and Food

- It is the renter's responsibility to obtain a liquor permit, and it must be visible where alcohol is being served.
- Alcoholic beverage distribution is restricted to the bar area only. Alcoholic beverage consumption is restricted to the hall only.
- The Municipality reserves the right to terminate the sale of alcoholic beverages upon the direction of the Municipal representative.
- The Municipality accepts no responsibility that may arise as a result of the distribution of alcoholic beverages.
- The renter is to remove all food and drink items from the kitchen, bar and hall area at the end of the event. Dishes must be washed, rinsed, dried and put away in the appropriate areas. Failure to do so will result in charges against the damage deposit.
- Upon completion of the event, all appliances must be cleaned. Failure to do so will result in charges against the damage deposit.
- ALL Garbage must be bagged and thrown away in the large bin outside.

Rental Fees

- **Class A** - \$300.00 with \$500.00 damage deposit
 - Wedding dances, and any other social event that includes a dance/bar
- **Class B** - \$125.00 with \$500.00 damage deposit
 - Banquets, Anniversaries, Fall Suppers, Funerals, Luncheons and Teas (no dance/bar)

- **Class C** – With kitchen - \$125.00 with \$500.00 damage deposit
-Without kitchen – \$100.00 with \$500.00 damage deposit
 - Political Rallies, Public Meetings, Charitable Events, Church Services, and any event not covered in class ‘A’ or ‘B’

- **Class D** – Contract Rentals
 - Negotiable with a letter to Council for consideration

- **Class E** – Non- profit groups (entitled to 1 free rental per year)
 - Minitonas 4-H Club
 - Tent Town Garden Club
 - Minitonas Lions Club
 - Minitonas Happy Gang/ Seniors Rec
 - Minitonas Arena
 - Minitonas Minor Sports
 - Minitonas Churches
 - Minitonas Ministerial Assoc.
 - Any non-profit group in the Municipality as approved by Council.