



Address: BOX 160 CARMAN, MB R0G 0J0 Phone: 204-745-2684

# CARMAN COMMUNITY HALL RENTAL AGREEMENT

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

Agreement between: Carman-Dufferin Recreation

AND:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY TIME PHONE #: \_\_\_\_\_ EVENT CELL # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Event Information:**

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ EVENT TIME(S): \_\_\_\_\_

ANTICIPATED # OF ATTENDEES \_\_\_\_\_ WILL LIQUOR BE SERVED? YES NO

EVENT DETAILS \_\_\_\_\_

\_\_\_\_\_

- \$100.00 Non-Refundable deposit is required and due with the signed contract by the lessee to guarantee booking of the hall for the above date, as well as a damage/cleaning deposit.
- Make Cheques payable to the Town of Carman.
- **\*PLEASE NOTE: Deposit is non-refundable unless event is cancelled at least 30 days prior to the event.**
- Full payment is due the day the keys are returned unless other arrangements are made.
- **\*\*GST will apply to all charges\*\***
- Carman Dufferin Recreation accepts, Cash, Cheque, Visa, MasterCard and Debit for payment.

\_\_\_\_\_  
Signed (Lessee)

\_\_\_\_\_  
Signed (Hall Representative)

\_\_\_\_\_  
Date (day/month/year)

## CARMAN-DUFFERIN RECREATION (CDR) COMMUNITY HALL RENTAL AGREEMENT

The lessee agrees to rent the Carman Community Hall and agrees with the following regulations regarding the use of the hall:

1. **Social evenings are required to obtain 3<sup>rd</sup> party liability insurance for the event with a minimum limit of \$2,000,000.00 liability per rental naming the Town of Carman as the 2<sup>nd</sup> insured. Renter to provide proof of insurance at least a week before the event.**
2. Hall keys can be picked up the business day prior to the event from Carman Dufferin Recreation. Charges apply to any earlier pickup. Please make arrangements with office for key pickup. Hall key is to be returned to CDR on the next business day following the event. **NO EXCEPTIONS**
3. The Carman Community Hall is a **NO SMOKING** facility. There will be **NO SMOKING & NO VAPING** allowed anywhere inside the building. Smoking is allowed only outside the building, where a receptacle is provided. There is also no cannabis allowed within the building.
4. **NO alcoholic beverages** are allowed in the hall except those listed on the permit.
5. Inspections by the R.C.M.P., Manitoba liquor control commission, or Hall Representative will be accepted by the lessee. Permit holder takes full responsibility for event.
6. The hall will arrange bartenders for all open socials or any function under discretion of CDR, at a fee of **\$450.00 + GST**. Private parties such as Christmas parties, weddings, and any other invited guests only function that serve alcohol will supply their own bartenders and ensure that all guest under 18 are not being served.
7. The lessee must have one person in charge of the event in which at any time the CFD staff can contact. They must be on the permit and are not allowed to consume alcohol as per the permit rules and stay onsite for the entirety of the function.
8. The lessee is responsible for the conduct of all persons attending a hall function. Misconduct may require the immediate vacating of the premises without refund to the lessee.
9. When minors are attending, clear identification **MUST** be provided to all those 18 or over, wristbands will be made available. All those over 18 must have a wristband. Liquor must not be served to minors.
10. **NO Food or Beverages** permitted on the dance area, bathrooms or outside the building. There will be a fee based on time spent cleaning if beverages are spilt on the dance floor.
11. Decorations: are to be placed on the walls with Scotch tape or sticky tack for the evening no packing tape, nails, tacks, or duct tape. Remove all decorations and personal belongings from the hall at the end of the evening – **NO EXCEPTIONS**. If walls or floors are damaged as a result of any decorating methods, there will be a damage fee added to the Renter's final billing.

**NO throwing** of confetti in the hall. Black curtains/dividers are included in the hall rental rate and are stored on the east side of the stage storage room if needed.

12. **NO pets** allowed in the hall except those with a service animal.
13. The lessee accepts responsibility and agrees to pay for any damages occurred during the event. The CDR or its representatives are not responsible for loss or damages to goods left in the hall.
14. All bar supplies, cups, ice and mix to be supplied by the lessee. Use of canned beer is recommended; otherwise, beer must be poured into plastic glasses.
15. At bar functions, the lessee and guests must vacate the premises within 45 minutes of bar closure. **NO EXCEPTIONS**
16. The lessee is responsible for cleaning the kitchen & hall after their function(See Kitchen Rules)
17. The lessee is responsible for set-up of tables, chairs, and risers. Risers are available for use during your event located in the table storage area. Leave 5 floor tiles between tables when setting up to ensure adequate space between rows of tables & chairs.
18. Hall does provide overhead screens which is located in the northwest corner above the bar and the northeast corner of the hall area, but no projectors.
19. Please notify us two weeks prior to the event if the use of any of the following is required:
  - a. Sound System
  - b. Podium
  - c. Use of Walk-in-cooler (\$25/per day charge)
20. **The Lessee must confirm that the following clean-up duties have been done:**
  - Wash off all tables, wipe chairs & stack 8 high. Put all tables back into table storage room on table carts, with legs facing out. If not stored properly There will be a fee based on time spent cleaning.
  - Pick up garbage, food, etc. from floor of main hall, sweep debris off the floor (especially drink & silent auction tickets – as they stain the floor when they get wet) Place garbage in containers located outside on the north side of hall. Containers must be unlocked to open and must be relocked after use.
  - Place recycling in clear plastic bags and place outside of north side of hall.
  - Bathrooms – pick up garbage, clean up excessive mess (e.g., vomit)
  - Remove any decorations from the hall.
  - Shut off all lights & turn down thermostats.
  - Ensure **ALL** Doors are locked.

**\*\*The deposit maybe used to pay the cleaning staff at a rate of \$20.00 per man-hours (minimum of \$40.00) should the Lessee fail to remove trash and/or clean as required at the end of the rental term. If this exceeds the \$100.00 deposit the Lessee agrees to pay for any additional costs. \*\***

## **KITCHEN RULES**

1. All dishes, cutlery and utensils must be properly washed and returned to their original carts or shelves as labelled. Failure to do so will result in additional charges. No dishes, roasters, coffee perks, or any other equipment or property are to be taken from the CDR for any reason. Wine glasses and water cups are located on the east side of the stage storage room if needed.
2. All coffee perks and carafes must be cleaned properly. Please make sure that there are no grounds left in the bottom of the coffee maker. Three, 100 cup coffee urns are available for use and can be plugged into any outlet in the community hall. An additional 46 cup urn is available to use for tea.
3. Range, ovens, and ALL kitchen equipment used must be cleaned properly. Please ensure that all kitchen appliances are properly shut down after use.
4. All garbage is to be placed in supplied garbage bags, tied, and placed into the garbage containers located outside the North doors. All cardboard boxes, empty bottles and recyclable containers need to be separated and deposited into the recycling bin located next to the garbage bin located outside the North doors. If not, there will be a fee based on time spent cleaning.
5. Please ensure that the dishwasher is drained and turned off after your event. Dishwasher instructions are located on the wall beside the dishwasher. Please review and follow these instructions before you start the dishwasher. Please make arrangements with CDR (204-745-2684) if a demonstration is required on how to use the dishwasher.
6. Please ensure all food is removed from the refrigerator.
7. Turn off the Air Conditioner after use in kitchen.
8. The caterer is responsible for providing any serving or food preparation items not provided by the CDR.
9. All food served in the Carman Community Hall shall be prepared either:
  - a. Completely in the Carman Community Hall or,
  - b. In a government inspected and approved kitchen such as a licenced caterer or restaurant, and then transported directly to the Community Hall.
10. **NO** food that is prepared in a non-government inspected and approved kitchen is allowed to be served in the Carman Community Hall.

## RENTAL RATES

(Rates effective January 2023 include GST)

### HALL RENTAL

<b>A deposit is required to book the hall</b>	<b>\$ 100.00</b>
1) Birthday Party & Showers by 3-hour rentals	\$ 85.00 per 3 hours
2) Set up day before event 5:00 pm – 10:00 pm	\$ 85.00 per day
3) Clean up after event 7:00 am – 12:00 pm	\$ 85.00 per day
4) Small ½ day meeting (up to 5-hour rental)	\$ 165.00 per day
5) Small functions (1-50 ppl.) Full Day	\$ 215.00 per day
6) Large functions (50+ ppl.) Full Day	\$ 430.00 per day
7) All functions with bar – 5:00 pm Friday-11:00 am Sunday	\$ 540.00 per day
8) Bartending and Door ID (all open socials)	\$ 450.00 per day

### KITCHEN

1) Per plate to a maximum of 300 people *Whole use of the kitchen which Includes, stoves, fridge, dishwasher, coffee urns, china, cutlery, wine glasses, water cups, pots & pans*	\$ 1.35/per plate (Max \$ 380.00)
2) Use of the kitchen for food preparation to be used outside of hall	\$ 215.00 per day
3) Use of kitchen for food preparation (additional day)	\$ 165.00 per day
4) Use of the kitchen for soup/sandwich	\$ 135.00 per day
5) Use of the kitchen for cold lunches (ex. Socials, funerals)	\$ 30.00 per day
6) Walk-in-cooler (2 days' notice)	\$ 30.00 per day

### Additional Fees if not abided by Contract

1) Garbage	Fee based on time spent cleaning
2) Table Storage	Fee based on time spent cleaning
3) Spills on the dance floor	Fee based on time spent cleaning
4) Key If not returned	\$30.00

### BAR

- 1) Users are required to supply their own ice, cups, and mix.  
**\*Bartenders will be provided at a cost of \$ 450.00 per day to all open functions serving alcohol. (Socials) \*NO EXCEPTIONS\***
  - Approx.1 bartender for every 50-75 guests is needed.
  - The use of canned beer is recommended.
  - CDR will arrange for bartenders for the function. (See Fire Department Social Duties)

## **CARMAN FIRE DEPARTMENT SOCIAL DUTIES**

- Responsible for setting up 2 tables in the entranceway.
- 2 staff working the door. You will only be responsible to check everyone's ID and wristband all those over 18. (Wristbands will be provided)
- You may be required to walk around if time allows and help pick up empty cups.
- If you notice someone under the age of 18 drinking, you will be required to tell the person who rented the facility or the person on the liquor permit. It will be their duty to ask that person to leave or call the RCMP.
- You will not be required to sell or take tickets at the door. Your only job is to ID everyone regardless of how old they are.
- Keep the lights on at the front entrance so you can see IDs clearly.
- Under no circumstance are the staff providing bartending allowed to be drinking.
- 4 staff at all times bartending for larger socials.
- 1<sup>st</sup> shift must check the liquor permit and make sure that what is on the permit is what is in the building.
- Serve only people with wristbands alcohol.
- If anyone is overly intoxicated, you will have to refuse the sale of alcohol. If it becomes a problem, you will have to notify the person on the permit or the person in charge of the evening. If issues arise, the RCMP should be called immediately.
- When people choose to book the Community Hall, they will be advised that they will need to make sure they have, preferably the person on the permit, available the whole evening and are not consuming alcohol as a contact person.
- Clean up any spills that happen on the counter and floor behind the bar.
- Cleaning cloths, pail and cleaner will be placed in the cupboards in bar area.
- Plastic water jugs will be stored in cupboard in bar area for use of mix.