



Building Rental

APPLICATION FORM

Contact Name: _____

Timeline of Activities: _____

Contact Email _____

Contact Phone _____

Event Name _____

Event Start Time/Date _____

Event End Time/Date _____

Event Description _____

Comments: _____

Doors open to public? (yes/no): _____

On this date _____, permission is hereby granted by the Winkler Arts and Culture Centre (hereinafter, WAC) to _____ (hereinafter, Renter) to use and occupy the arts and culture centre for the following and for no other purpose.

Use of the rented space shall begin no earlier than _____ and end no later than _____.

Personal items may not enter the building before the appointed day and time and all items must be removed by 11:59pm the day of the rental. Failure to do so may result in additional rental charges.

Renter Signature

General Manager, Winkler Arts and Culture

Signature _____

Name _____

Date _____

Date _____

by signing, renter agrees to rental rules, regulations and rates as listed on next page

Completed form can be submitted by email to admin@winklerarts.com, by mail or to our physical address:

547 Park Street, Winkler, MB, R6W 1B2, Canada

Deposit - \$250

Renter agrees to pay \$250 deposit which will be refunded only if the premises are left in a satisfactory state once the rental term is complete.

The deposit must be submitted with the return of this signed contract by cheque, payable to Winkler Arts and Culture.

If the event is cancelled within 24 hours of the rental date because of inclement weather, an alternate date will be offered and the deposit will be held until after the event is complete. If cancellation occurs within one week of the day of the rental, the deposit will be refunded, minus a \$100 administration fee. If cancellation occurs between receipt of the contract and one week of the event, the deposit will be refunded, minus a \$50 administration fee.

Return of Contract

Dates requested by the Renter are not considered firm until the General Manager approves the event and the Renter returns the signed contract and deposit.

Premises

It is agreed that the Renter shall take the premises as he or she finds them (this includes returning tables, chairs, etc to their original location) and further that WAC assumes no responsibility for any property placed in the Facility.

Venue Rental

Renter agrees to pay WAC for the use of the Facility, the sum as to be determined per "Rental Rates"

Insurance

Renter shall provide liability insurance of \$1,000,000 for itself and all of it's participants.

The Renter shall provide WAC with a certificate of insurance no less than 30 days before the scheduled rental. WAC must be given notice of cancellation/modification of the insurance.

For information, please Andrew Dueck at MIG Insurance:
(204) 325-6777 or adueck@miginsurance.ca

Services Provided

All expenses incurred by WAC will be billed to the Renter. A detailed list of service and rental options can be found under "Rental Rates"

Damages

Renter shall be responsible for the payment of any and all damages to the building, furnishings, fixtures, or equipment whether caused by Renter or his/her employees, agents, representatives or guests. Damage to the premises shall be at the expense of the Renter.

Staffing/Security

WAC shall secure and the Renter shall pay at the rates found under "Rental Rates", all necessary staffing, including security.

Donations

No collections of donations or solicitation whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior written approval of the General Manager.

Building Capacity - 200 people

Persons will not be permitted inside the premises in excess of the established capacity of 200. The main gallery can seat 60-75 people comfortably

Control of Building

WAC shall be at all times under the control of the General Manager. The manager will conduct regular inspections to ensure that all exit doors and corridors are clear and that sight lines are not obstructed. Renter must abide by all requests to move tables, displays, etc.

Default

Should the Renter default in the performance of any of the terms and conditions of this contract, the General Manager at his/her option, may terminate the same. Any deposit made by the Renter to the Centennial Concert Hall shall be retained and considered as liquidated damages.

Merchandise Sales

WAC retains exclusive rights concerning the sale of programs, novelties, souvenirs, mementos, merchandise and advertising materials sold within the building.

A client group may conduct lobby sales of souvenir merchandise, including video and audio recordings in which case, WAC shall collect a 10% commission on the sale price of each item sold, excluding cd's.

WAC staff must be given advance notice of any merchandise sales. Merchandise must be available for an inventory count no less than two hours before the doors open to the public.

Alcohol Service

Alcoholic beverages are not allowed at the building without permission of the General Manager. The right to sell or serve alcoholic beverages and/or concessions is held by the Facility. If you wish to have beverage service, please relate that to the manager.

Force Majeure

If WAC or any part is destroyed or damaged by fire, the elements, mob, riot, or for any reason is rendered unfit for occupancy either prior to or during the event, or if the facility is unable to give the Renter possession of the Facility during the event because of national or local emergency, calamity, epidemic, strike or war, this agreement shall be suspended for the period during which the premises cannot be occupied, the Renter or, in the management's sole discretion, the arts and culture centre may terminate this Agreement and return to the Renter any advanced or unaccrued payments, less reimbursable expenses, without any further liability or obligation by the venue.

Entire Agreement

This Agreement contains the entire agreement of the parties. No representation warranties, conditions or agreements shall be binding on the parties unless incorporated in this Agreement any attached exhibits. This Agreement may not be amended except by a writing signed by the parties.

RENTAL RATES

Rooms

Main gallery and entrance	\$400/day (\$250/half day)
Upper gallery	\$100/day

Staff/Equipment

	Cost
Security/Acting Manager	\$25/hour
Technical	\$30/hour
PA system rental	\$50/day
Bartender	\$25/hour