

Bronx Park Community Centre Social Rental Contract
SOCIAL EVENT – Renter’s Name – Date

Social Renter	Name Address Contact details
Date: Room rented: Description: Start time: (Includes set-up)	Gymnasium Wedding Social 4:30 p.m. Set Up Social starts at 8:00p.m.
End time: (Includes clean-up)	1:00 a.m. Building cleaned and evacuated by 2:00 a.m. Renters participate in clean-up – see contract details. All alcohol removed.

Payment Schedule:
Rental Fee: \$1750.00 GST: \$87.50 **Total Rental Fee: \$1837.50**

Deposit \$500.00 Amount Received: \$ Cheque #

Damage Deposit \$300.00 **(Renter to provide post-dated cheque for the day of the social)**
Amount Received: \$ Cheque #

Balance Due (due one month prior to the social): \$1337.50
Amount Received: \$ Cheque #

The renter agrees to the terms and conditions outlined within the facility rental contract and rental provisions. Payment is required in advance to secure the booking. All bookings are tentative until payment is received.

Date: _____

Renter Name: _____ Signature: _____

Bronx Approval: Facility Manager Lydia Henderson
Email: facilitymanager@bronxpark.ca Fax #: 204.661.0750
Phone#: 204.667.5731 ext 227

Please return a signed copy of the contract with payment/ deposit to:
Bronx Park Community Center
720 Henderson Hwy Wpg, MB R2K 0Z5

GST # 89671 6735 RT0001

RENTAL CONTRACT PROVISIONS

1. Payment, Rates & Damage Deposit

- a) Payment options: We accept cash, debit, cheques and credit card payments. Debit and credit card payments must be made in person. Please make cheque payable to Bronx Park Community Center.
- b) To secure your booking, a deposit of \$500.00 is required, along with a \$300.00 post-dated damage deposit cheque. The damage deposit cheque is to be dated for the day of your social event. The damage deposit is returned to the renter on the night of the social once the clean up checklist has been completed with the Lead Bartender. If the clean up has not been completed, or if any damage has occurred to the facility the damage deposit will not be returned until reviewed by the Facility Manager and/or the Board of Directors as relevant.
- c) Renter is required to pay the posted rate for the facility space. GST will be added to all rentals. The rental rate is stated on this rental contract.
- d) The balance is due 30 days prior to your rental. Payment must be received in full before your rental, or the rental may be cancelled.

2. Refund Policy

- a) All cancellations must be confirmed in writing with the Facility Manager.
- b) A cancellation fee of 10% of the contract amount will be charged if the cancellation is confirmed 30 days or more prior to the event.
- c) A cancellation fee of 25% of the contract amount will be charged if the cancellation is confirmed less than 30 days prior to the event.

3. Access, Security, & Safety

- a) Renter is only allowed access to the space(s) indicated on the rental contract (i.e. gym, foyer, kitchen, and Dressing Room #3 for storage). **Ticket tables or other tables may not be set up outside of the gym.**
- b) Social rentals DO NOT ALLOW ACCESS to the Hobnobs Café area. **Hobnobs café is not available for use during a Social event. No exceptions.**
- c) On the day of your social, you will have access to the building at 4:30 pm to begin your set-up. This includes bringing in all supplies and alcohol. We do not permit early arrivals.
- d) All entrance and exit doors are to remain closed to prevent excessive noise.
- e) The Lead Bartender serves as the Chief Fire Warden from 7 pm until 8 pm. and the 8 pm security staff member serves as the Chief Fire Warden from 8 pm until 2 am.
- f) If a power failure occurs during the event, the BPCC Chief Fire Warden takes charge of the building and its occupants. This person is authorized to evacuate the building and to end the event, if required by a sustained power outage.
- g) Renter is expected to familiarize himself or herself with the building's fire exit and fire safety plan which is posted in each rental area. All renters and participants of any event must comply with the fire safety plan and exit the building when requested.

4. Inclusions:

- a) Rental fee includes the services of two bartenders (arriving at 7 pm and remaining until closing); and two security staff (arriving at 8pm and 10 pm and remaining until closing). All staff work until 2am. All BPCC staff wear identification which may include a BPCC Team t-shirt or badge to identify themselves to the Renter and to guests. One security guard will be in company uniform from a security company contracted by Bronx Park CC.

- b) Renter agrees to arrive at the time specified for set up (4:30 pm) and to have the space cleaned and vacated by the time specified on the rental contract (2:00 am).
- c) Renter is responsible for any damages to BPCC premises by his/her guests, agents, independent contractors acting on his/her behalf during the period BPCC premises are under his/her control. Charges as needed will be applied to the damage deposit. Bronx Park staff will complete an inspection of the building at the end of the evening.
- d) BPCC will not be responsible for damage or loss of any articles left in BPCC prior to, during, or following any event by the renter or their guests.

5. SECURITY

- a) The role of the security staff is to provide monitoring of guest behaviour (including excessive alcohol consumption and unruly or unsafe behaviour), to ensure that alcohol does not go outside the gym, and to provide support in the event of an incident. Security will attempt to verbally diffuse any situation before it escalates. Security will not engage patrons in any physical intervention. In the event of a serious incident or refusal of a patron to follow directives, staff will contact the appropriate authorities (police, ambulance) as required.
- b) The role of the Renter in security is to provide support to the Bronx Park security staff and to their guests. Support includes, but is not limited to, ensuring patrons (including ejected patrons) have the necessary safe arrangements to leave the hall. Bronx Park does not assume any liability for guests once they have left, or been asked to leave, the premises.

6. BARTENDERS

- a) The Bronx Park Bartending staff will take over the bar at 7:00 pm.
- b) The Lead Bartender will do a liquor count with the renter at 7:00 pm. At that point the Bartenders will assume charge of the bar area.
- c) Renters should not be in the bar serving area during the social, except to assist in unpacking of beer during busy times if requested, and are not permitted to serve alcohol. Our bartenders are in place to ensure proper service in accordance with Bronx Park and MLCC Policies and have been trained in "Serving it Safe".
- d) Bartenders are responsible for set up of the fountain bar for mix. We provide Pepsi, Diet Pepsi and 7-Up only. Bartenders will maintain the fountain bar throughout the night.
- e) The renter is responsible to provide any additional mix, juices, garnish, etc. as desired.

7. Decorations & Storage

- a) Decorations are permitted on the walls provided they are adhered only with painter's tape or fun tack.
- b) Helium balloons, confetti, and table sprinkles are strictly prohibited.
- c) All decorations are the responsibility of the renter and must be removed by the renter at the end of the event.
- d) Renters acknowledge that BPCC is not in any way responsible for the safety or personal injuries resulting to those decorating the facility or attending the function.

8. Alcohol

- a) When serving alcohol, you are required to obtain an occasional liquor permit. All alcohol served will be in accordance with the amounts and conditions shown on the occasional permit issued by Manitoba Liquor Control Commission (MLCC). Renters can apply for an occasional liquor permit at their local liquor mart or the MLCC Head Office. You are responsible for securing this permit from MLCC prior to your function.

- b) The occasional liquor permit must be displayed on the premises at all times while alcoholic beverages are served. BPCC will be subject to inspection by a facility designate and/or MLCC inspectors at any time. ANY VIOLATIONS of the liquor permit or Bronx Park facility policy by the renter may result in termination of the facility contract and forfeiture of the deposit. It is the renter's responsibility to ensure compliance with the permit.
- c) Alcohol cannot arrive in the building prior to 4:30 pm the day of your event, nor can any alcohol be sold OR consumed prior to the start time noted on the permit. The permit must state a start time of 8:00 pm for the social and an end time of 1:00 am (bar closes). **Alcohol may not be consumed on our premises prior to the bar opening at 8:00 pm. No exceptions.** Violation of this policy may result in your social event being terminated.
- d) It is the responsibility of the Lead Bartender to count all alcohol and beer against the permit. It is the responsibility of the renter to place all alcohol on the bar counter for the Lead Bartender to review against the permit. It is the responsibility of the renter to place full cases of beer in the beer fridge for the Lead Bartender to unpack. It is not the responsibility of the renter to count or unpack beer. **The alcohol count MUST match the quantities on your MLCC permit.** Please ensure that you do a count of your alcohol at the MLCC so that it matches the permit.
- e) **Absolutely NO alcohol that is not on the permit should be brought into the facility.**
- f) **Absolutely NO alcohol to be consumed in the Dressing Room provided to you for storage.**
- g) At the end of the evening, the permit holder and the Lead Bartender are to pack up all remaining alcohol for removal from the premises.
- h) Renters are responsible for removal and disposal of all alcoholic beverages brought into the facility, on or before the event end time specified on the agreement and not later than 2 am.
- i) **No alcohol can be left** on the premises or it becomes property of BPCC. This includes full or empty bottles, containers, or boxes. Any or all alcoholic beverages not removed by the event end time become the property of BPCC.
- j) The renter's event receives the use of the BPCC fountain bar as part of the rental contract. This includes seven canisters of soft drinks for mix (Pepsi, Diet Pepsi, and 7Up). In addition, the renter receives use of up to 14 bags of ice included in the cost of the hall. In the event of equipment malfunction Bronx Park will provide Pepsi, Diet Pepsi and 7-UP in 2L bottles. The renter must notify the bartenders as soon as possible in order to be able to obtain supplies in a timely manner, as supplies are not kept on hand in large quantities at the community centre.
- k) Last call is 12:45 am; the bar closes at 1:00 am. All patrons of the event must be out of the facility by 2:00 am.
- l) The renter must provide a hand stamp or wristband for guests 18+. It is the responsibility of the renter to check the identification of all patrons at the door and stamp the left hand those 18 years and over. Valid identification is required as noted by the MLCC. Unless your guest's left hand is stamped, they may not be served. They will be asked by our bartenders to produce photo identification. We will not serve those less than 18 years of age.
- m) Liquor tickets and signage are the responsibility of the renter. Please consult the MLCC for current regulations.

9.0 Kitchen

- a) Rental privileges include the use of counter surfaces, stove, beer fridge, half fridge for food, coffee urns, and microwave. Any equipment used in the kitchen must be cleaned and put away by the renter. All food left at the end of the event must be removed by the renter from the premises.
- b) Rental does **not include** supplies of coffee, tea, coffee filters, paper products (cups, plates, and napkins), sugar, cream, plates, dishes, cutlery and glassware. These are supplied by the individual renter.

- c) Coffee packets and filters are available for purchase if requested at a cost of \$2.50 per packet.
- d) Extra ice, if needed, is available at a cost of \$2.00 per bag.

10. Set Up, Take Down & Clean Up

- a) **The renter is responsible to SET UP the guest tables and chairs at the beginning of the event, and to TAKE DOWN the tables and chairs at the end of the event.** Bronx staff are available to provide a set up diagram for the renter, as well as direction on the proper storage of the tables and chairs, and clean up procedures.
- b) All large garbage items must be picked up and put in the garbage bins (cups, decorations, balloons, boxes, etc.)
- c) All tables and chairs must be wiped down if spills occur.
- d) Large spills in the hall during the event must be cleaned by the renter. Bronx staff will provide cleaning supplies/equipment.
- e) Plastic or paper table covers are mandatory and will make clean up easier.
- f) Your DJ will have access to the gym at 4:30 pm to complete his/her set up.
- g) The renter is required to clean up the food preparation areas in the kitchen, including wiping all counters with the sanitizer provided.
- h) If the stove/microwave has been used, the renter must clean any spills, and wipe down the stove top.
- i) If the coffee/tea urns have been used the renter must rinse the coffee filter, and drain and rinse the urns.
- j) All garbage (including from the kitchen) must be placed in the main hall near the doors for Bronx staff to take out.
- k) The Bartending team will clean the bar area and will assist the renter with the clean up of the mix tables.
- l) The renter is not responsible for sweeping or washing the floors.
- m) The BPC team will guide the renter in clean-up processes and with the placing of all items in the storage room.
- n) A complete “Renter’s Social Event Take Down and Clean-up Checklist” is completed with the renter and the Lead Bartender at the end of your event. When the list is completed the renter and the bartender sign the checklist and the damage deposit is returned to the renter. Copies of the checklist can be obtained from the Facility Manager.

Bronx Park Community Centre Social Planning Checklist

BAR SUPPLIES

Renter to provide:

- Liquor Permit
- 14 oz Beer Cups -1000
- 8 oz Liquor Cups - 1000
- Alcohol & Beer
- Bar fixings-lemons, limes (optional)
- Orange Juice, ginger ale, clamato juice, Tonic water and Club Soda (optional)
Pepsi, Diet Pepsi and & 7Up are included in the rental. If you would like to offer other mixes – feel free!

BPCC will provide:

- Soda Fountain – Pepsi, Diet Pepsi and & 7 Up are included in the rental.
- BPCC includes 14 bags of ice in the rental. Extra ice may be purchased from BPCC if needed
- Table for any extra “bar fixings”

DECORATIONS AND TABLES

Renter to provide:

- **40 plastic or paper table covers** to fit 8ft x2.5- ft tables (table covers are mandatory)
- Sticky tack or painter’s tape
- Balloons may be used provided they do not contain helium
- Scissors, ribbon, streamers, and/or string if needed

BPCC will provide:

- A ladder- if needed
- Garbage cans and bags

REFRESHMENTS

Suggestions - Renter to provide:

- Snacks/ chips & pretzels - other items
- Plan for a late night snack
- Late night snack serving supplies - plates, napkins, condiments, cutlery
- If offering coffee and tea service, provide supplies - coffee, tea, coffee cups, creamer, sugar, stir sticks, standard size coffee filters (flat bottom), $\frac{3}{4}$ cup measuring cup

OTHER

Renter to provide:

- VOLUNTEERS! You will need many hands/helpers to help you with the set up, clean up, and execution of your special day!
- Cash float - you will need lots of change

- Liquor tickets
- Hand stamps for your guests (bingo stamps work well)
- Raffle tickets

BPCC will provide:

- **Dressing Room #3** to store your valuables, along with one key for access
- Ticket table
- Cash box
- Coat racks
- Capacity counter
- Tables and chairs for your guests
- Food tables
- Tables for your raffle/auction items (usually five)
- A table for your DJ
- MLCC signage

Notes:

At 4:30 pm, the renter gains access to the gym to begin evening set up.

Our facility team will ensure the following items are in place:

- ✓ Admittance ticket table – must be set up inside the gym doors
- ✓ Bar and Auction ticket tables – must be set up inside the gym
- ✓ DJ table - set up along the center of the west wall
- ✓ Small drink table - a place for your guests to leave drinks should they need to exit the gym.
- ✓ Auction display tables - in the far west corner of the hall along the west and south walls.

The above items are placed in a standard set up format. There is some flexibility to adjust placement of auction and food tables and guest tables. However, the soda bar, ticket tables, alcohol deposit table and bar fixings table remain in fixed locations. These will be set up by the bartending team.