

Emerson Community Complex
101 Church Street
Emerson, Manitoba

Emerson Community Complex Rental Agreement

Complex Use Guidelines and Reservations

- Complex rentals are accepted on a first come first serve basis
- Any complex rental may be refused by the Emerson Complex Board
- Any Lessee wishing to rent the complex must be 18 years of age or older
- **The rental agreement must be received in full completion prior to complex use**
- **Cash, cheque (dated for the day of the rental) or e-transfer for the full amount of the complex rental must be received prior to complex use**

Lessee Responsibilities

- If liquor is to be served at the Lessee's function, the Lessee must obtain a valid liquor permit; it is recommended that the Lessee obtain Party Alcohol Liability Insurance (PAL) which is available in different ways:
 - o Check your homeowner's insurance policy for coverage
 - o Insurance can be obtained when applying for the liquor permit and can be purchased at BSI Insurance
- **The Lessee must not exceed the maximum capacity of the complex (281) and for the legion room (50) at one time (total of 331)**
- The Lessee will not sublet, assign or re-rent the complex or properties without written consent of the Emerson Complex Board
- Inappropriate behaviour on the part of the Lessee and/or event participants may result in cancellation or cessation of the rental agreement at the discretion of the Emerson Complex Board; this includes but is not limited to destruction of complex property/facilities and perceived danger to participants, guests and volunteers
- The Lessee is responsible for the removal of all their equipment and material prior to the completion of the rental
- The Lessee shall make all attempts to take responsibility for the complex from the time they enter the building until the time they leave; this includes dates rented prior to and after their function(s)
- The Lessee must ensure the complex and its contents are left in the same condition in which they found it upon their date of entry
- The Lessee will be liable for the actions of any and all individuals attending the function being held at the complex for the duration in which the Lessee occupies the complex; this includes setting up the complex for the function as well as cleaning up the complex at the completion of the function; the Emerson Complex Board assumes no liability whatsoever for any and all injuries or damages to persons or their properties in the complex during this time

- Any abuse of privileges and damage will result in additional charges above the rental fee and will be the responsibility of the Lessee

Cleaning and Other Responsibilities

- All decorations must be removed from walls and disposed of properly
 - o The Lessee shall not attach or hang any materials or items from the ceiling tiles, windows or floors
 - o Masking tape, scotch tape, packing tape, tacks, nails and/staples etc are not permitted
 - o Blue or green painter tape and 3M hooks (that must be removed as per package instructions) may be used on painted surfaces
- The Lessee is responsible for the set up of tables and chairs for their function
- Tables and chairs must be cleaned and free of tape and/or paper after the function has concluded
- Tables and chairs must remain inside the complex
- The Lessee is responsible for putting away/stacking all tables and chairs neatly on the provided carriers after their function has concluded
- Kitchen and/or the bar area must be cleaned if used
- If stoves have been used, they must be cleaned
- Garbage and recycling must be emptied and placed in the allotted bins
- The Lessee is responsible for providing all their own luncheon and bar supplies such as but not limited to plates, plastic cups, ice and mix etc.

Keys, Payment and Contact Information

- Arrangements must be made ahead of time for the pickup and return of the Emerson Complex keys
- Rental fee can be paid via cash, cheque or e-transfer
- **Cheques are to be made out to “Emerson Community Complex”**
- **E-transfers for payment can be sent to emerson.complex@hotmail.com**
- Bookings are not confirmed until rent is received
- Contact the Emerson Complex Board at emerson.complex@hotmail.com or 431-404-1888 for further questions/inquiries
- Mailing address for cheques and other correspondence:

Emerson Community Complex
Box 522
Emerson, MB
ROA 0L0

Rental Rates and Rent Provisions

- Complex daily rental rate
 - o With liquor license (social, wedding etc.): \$350
 - Kitchen (full access): \$50
 - o No liquor license: \$150
 - Kitchen (full access): \$50
- Kitchen daily rental rate (full access) and seating area: \$75
- Old curling space daily rental rate: \$200
- Legion room daily rental rate: \$60
- For early/late access daily rental rate (provided the complex/kitchen is not booked)
 - o Day prior (in by 6:00 pm or later): \$50
 - o Day after (out by 12:00 pm): \$50

Rental Period: _____

Lessee Name: _____

Lessee Full Address: _____

Lessee Drivers License: _____

Lessee Phone Number: _____

Lessee Email Address: _____

Total Rent: _____

I, _____, representing _____
(Print Name) (Name of Group/Organization)

have read and on behalf of the Lessee agree to rent the complex on the above dates and times and for the intended purpose as indicated, and to pay the fees and ensure compliances with the terms and conditions contained herein and attached hereto, and hereby warrant and represent and execute this agreement on behalf of the Lessee and have sufficient power, and authority and capacity to bind the Lessee with my signature

Dated this: _____ day of _____ 20____

(Signature of Lessee)

(Signature of Complex Board Member)