



MORDEN ACTIVITY CENTRE

306 North Railway St., Morden MB, R6M 1S7

www.mordenseniors.ca 204-822-3555 mordenseniors@gmail.com

Rental Agreement/Invoice

Date of event: _____ Date of booking _____

TYPE OF EVENT: _____

Time: START _____ END _____

NAME OF ORGANISATION _____

CONTACT PERSON _____

ADDRESS _____ PHONE# _____

E-MAIL _____ CELL# _____

Caterer _____ Caterers Phone # _____

Liquor Licence# _____

Facility Use:

Main Auditorium	½ day \$100 or full day \$200	\$ _____
Board Room	½ day \$50 or full day \$80	\$ _____
Hall Holding fee	\$70- for day before set-up	\$ _____
Kitchen	\$200 no oven/stove or \$300 full usage	\$ _____
Bar	\$50- including usage of freezer for ice	\$ _____
Sound System	\$50	\$ _____
Projector	\$50	\$ _____
Games Room	\$100	\$ _____

TOTAL \$ _____

MEMBER DISCOUNT (IF ANY) \$ _____

DAMAGE DEPOSIT Cash/Ch No. _____ dt. _____ **\$ 150.00**

FINAL PAYMENT Cash/Ch No. _____ dt. _____ \$ _____

ADDITIONAL INFORMATION: _____

***1/2 day is up to 4 hours and full day is 4-8 hours.**



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Rental Agreement Regulations

A representative from Morden Activity Centre (MAC) will meet and assist renter with regard to the following rules of the facilities prior to the event. **Please be aware that this is primarily a Senior Centre and there may be other people in the facility at any time during your rental. The Seniors are allowing you to rent this hall facility while they are participating in regular programs. They will also have shared access to the parking lot and washrooms.**

1. The Renter will pay a holding/damage deposit of \$150.00 at the time of booking with the understanding the deposit will not be refunded if cancellation is made less than 2 weeks before the scheduled event.
2. Pay the full rent no later than (7) days before the day of event.
3. The **RENTER ACCEPTS LIABILITY FOR DAMAGES** caused at the function and will pay for any damages or missing equipment following inspection of the premises. All fixtures, sound system, lights, furniture, kitchen equipments etc. are the property of MAC and are not to be removed. MAC shall forfeit the damage deposit for any damages or loss to the facilities during the period the Renter was responsible.
4. The **RENTER IS RESPONSIBLE FOR CONDUCT OF ALL PERSONS ATTENDING THEIR EVENT** at MAC. A representative of the MAC may inspect the function at any time during the event and may remove from the premises any person(s) who fail to comply with the regulations.
5. **NO SMOKING** is permitted in the MAC at any time, an outside container is provided.
6. All garbage is to be collected and placed in plastic bags.
7. Use only fun tak/ sticky tak to fasten decorations to wall, absolutely **NO TAPE** is permitted. All decorations must be taken down and removed from the premises.

If the KITCHEN is used in the rental the following regulations also apply:

Kitchen stove tops are to be cleaned and all dishes and cutlery are to be washed and put away. The fridge is to be left clean and empty, the counter tops and sinks wiped.

Note: Please do not dispose off any food down the sink drains, any resulting plumbing cost will be charged to the renter.

LOCK-UP PROCEDURE

All lights are to be turned off. Please ensure that both the doors are securely locked. Make sure the back door is securely closed.



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Schedule A

Regulations regarding use of liquor:

1. No alcoholic beverages are allowed in the hall except those that are listed on the permit obtained by the renter. Removal of all empty bottles and liquor is the responsibility of the renter at the time of departure.
2. The hall is to be vacate one hour after the occasional permit.
3. The premises will be subject to inspection by the MAC Board or staff, the City of Morden Police/ RCMP and inspector of the Liquor Control Commission at any time.
4. The renter is responsible for: Bartender, liquor permit, liquor, cash float, cash box, tickets, ticket seller, glasses, mix, ice.
5. All liquor is to be removed from the fridge and the bar area is to be cleaned.
6. Any additional cleaning that is required will be charged at the rate of \$25.00 per hour and will be invoiced to the renter or taken from the damage deposit.

I, the Renter have read and agree to the above rental agreement regulation.

Date _____

Signature of Renter _____

MAC representative _____

Morden Activity Centre reserves the right to cancel any event in the above facility and the authority to remove or have removed any person(s) from the facility if it is felt that ant part(s) of this agreement were broken or that the facility is not being used for the purpose for which this agreement is intended, or that the Renter is not complying with the Liquor Control Act, the regulations under the act, as well as the policies of the Manitoba Liquor Control Commission, the RCMP, the Town of Morden or that the above listed conditions of the rental are not met.