



De Salaberry
Municipality/Municipalité

Hall(s) Rental Details – *as administered by RM De Salaberry (St. Malo Arena)*

RM De Salaberry
Box 40 Sabourin St.
St-Pierre-Jolys, MB
ROA 1V0

Phone: 204-433-7406

Website: www.saintmaloarena.com

Email: info@saintmaloarena.com

General Information

Group/Organization/Association _____

Address _____

Postal Code _____

Telephone _____

Email _____

Contact Person _____

Purpose of rental _____

Rental Date _____ Time _____

Rental Fee \$ _____ Security Deposit \$ _____

Liquor License Approval # (if applicable) _____ (ANY event on Municipal property where liquor is served MUST have a special occasion permit and appropriate insurance.)

Insurance _____

Policy _____

Telephone _____

Number of people expected _____

I/We have read and understand the rules and regulations of the RM De Salaberry (St. Malo Arena) pertaining to the rental of the above noted Hall, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Signature_____

Date_____

Receipt #_____

Office use only

Hall Rental Rate

\$_____ /

\$_____ 5% GST

\$_____ 15% Covid-19 Fee

\$_____ Total Rate

Hall Rental Fees

- Large Arena Hall Rental - **\$1,300.00 plus GST**
- Small Arena Hall Rental (half arena) - **\$700.00 plus GST**
- Upstairs Arena Hall Rental - **\$400.00 plus GST**
- Upstairs Arena Hall for family functions - **\$250.00 plus GST**
- Upstairs Arena Hall for family functions (w/ ice surface) - **\$400.00 plus GST**

The Rental Fee must be paid in full at least (20) twenty days prior to the rental date or with the application whichever is the sooner.

Security Deposit

- **Any Arena Hall Rental - \$200.00**

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 10 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Arena's satisfaction or pay for the extra damages.

Cancellation Policy

The Arena office must receive a written cancellation request. Refunds will occur as follows:

- If the written cancellation is received greater than 20 days-full refund of rental and security deposit.
- If the written cancellation is received between 10 and 20 days full refund less \$100 cancellation fee.
- If the written cancellation is received 10 days or less for any event-full refund less a \$200 cancellation fee.
- If the written cancellation is received 3 days or less for any event-No refund.

Hall Rental Rules and Regulations

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. The Applicant will be responsible for setting up the Hall.
3. The Applicant will clean the Hall at the conclusion of the event.
4. All garbage and recyclables are to be removed from the Hall by the Applicant.
5. No unauthorized alcohol shall be permitted in the Hall.
6. (a) Consumption of alcohol may be permitted provided the user follows the regulations of the Manitoba Liquor Control Commission. A copy of the Permit shall be provided to the St. Malo Arena representative when the application is submitted. The Permit must be posted in a conspicuous place in the Hall during the event.
(b) Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided to the RM De Salaberry (St. Malo Arena) representative when the application is submitted.
7. Exit doors shall remain unblocked at all times.
8. No exposed candles may be used.
9. Use of confetti inside the Hall is prohibited.
10. The Lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
11. The St. Malo Arena accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
12. It is understood that the Lessee shall indemnify and hold the RM De Salaberry (St. Malo Arena) harmless from and against all claims or demands with respect to the use of the Hall. The RM De Salaberry (St. Malo Arena) is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
13. The maximum capacity of the large arena rental shall be (1,320) thirteen hundred and twenty people and the maximum capacity of the small (half) arena rental shall be (650) six hundred and fifty persons. The maximum capacity for the upstairs rental will be (250) two hundred and fifty persons.
14. Security is required for all rentals where liquor is to be served and the number of people will be over 150 persons. The following is a guide for the number of security guards needed.

- 1 security guard for functions with 150-250 capacity
- 2 security guards for functions with 251-350 capacity
- 3 security guards for functions with 351-450 capacity
- 4 security guards for functions with 451-550 capacity
- 5 security guards for functions with 551-650 capacity
- 6 security guards for functions with 651-750 capacity
- 7 security guards for functions with 751-850 capacity
- 8 security guards for functions with 851-950 capacity
- 9 security guards for functions with 951-1050 capacity
- 10 security guards for functions with 1051-1320 capacity

15. Private functions are responsible for their own coffee, tea, etc.

Hall Rules of Etiquette

This Hall is owned and operated by the RM Desalaberry (St. Malo Arena) and has been developed to ensure long term enjoyment for all St. Malo and area residents.

The Hall Rental Policy – Rules and Regulations apply to all individuals.

We ask that you please review this checklist following usage of the RM De Salaberry (St. Malo Arena) to ensure all rules and regulations have been complied with. At the termination of the applicants use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

1. This facility is a **NON-SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.
2. Floors have been swept.
3. Kitchen is clean, tidy and in proper order.
4. Dishes, pots, coffee pot and appliances are clean and returned to their original location.
5. Please clean and return dish towels.
6. All running water has been shut off (including the washrooms).
7. All garbage and recyclables are picked up and removed from the St. Malo Arena by users.
8. Tables and chairs (if used) must be cleaned, stacked and returned to their original location.
9. Decorations have been removed without any mark or damage to the St. Malo Arena.
10. Bathrooms are clean and in proper order.
11. All lights are shut off (including bathroom lights).
12. All fans have been shut off (if used).
13. All doors and windows have been closed and the St. Malo Arena has been properly secured.