



Rural Municipality of Roland

PO Box 119, Roland, Manitoba, R0G 1T0 • Phone: (204) 343-2061 • Email: caormofroland@gmail.com

ROLAND MEMORIAL HALL RENTAL AGREEMENT

BEING an agreement between: RM OF ROLAND

And: NAME: _____

ADDRESS: _____

CITY: _____ **PROV:** _____ **POSTAL CODE:** _____

PHONE #: _____ **EMAIL:** _____

The lessee agrees to rent the Roland Memorial Hall on _____
(day/month/year)

The lessee agrees to the following:

Payment & Cancellation:

- Agreement must be completed at least two calendar weeks before rental date.
- All rental fees and damage must be paid in full at least 2 calendar weeks before rental date.
- Should payment be made less than 2 calendar weeks prior to rental date, the invoice is subject to 1.25% interest per month on just the rental fee, excluding damage deposit.
- Renter may cancel their booking up to 3 business days prior to the date to receive a full refund.
- In the case the renter wishes to cancel less than 3 business days prior to the date they forfeit their payment. The damage deposit will be returned in full.



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- Exceptions to payment loss may be granted on a case-to-case basis by the Chief Administrative Officer of the RM of Roland.
- Changes to set up requirements or opening times must be done at least 48 hours prior to rental date.
- The RM of Roland office has the right to change bookings at any time including, but not limited to, the following reasons:
 - o Funerals
 - o Municipal business
 - o Emergencies
- A damage deposit of \$250.00 are required for all private events and bookings.
- The damage deposit is to be refunded after the booking, should all agreements be met.

Rules & Regulations:

- Smoking and vaping of tobacco and cannabis is prohibited inside the Roland Memorial Hall.
- RM of Roland Representatives, RCMP and Manitoba Liquor & Lotteries may enter the premises at any time for any reason.
- The person who signs this agreement must be on the premises for the entire booking.
- The person who signs this agreement is responsible for all persons attending the event. Misconduct of any kind may require vacating the premises.
- The RM of Roland is responsible for the set up of tables, chairs and stage. Due to liability reasons, the renter is not to set up or take down any of these items themselves. The renter is welcome to move around what has already been set up.
- No pets except for the visually impaired.
- The renter accepts responsibility and agrees to pay for any damages caused during rental.
- The renter may rent the Roland Memorial Hall free of charge the day before and the day after rental date at the discretion of the Chief Administrative Officer. This is subject to change up to 12 hours before the booking.
- The RM of Roland is not responsible for lost or stolen items.
- Failure to comply with the Rules and Regulations may result in loss of a portion or all of the damage deposit. The amount of damage deposit to be returned to the renter is to be determined by the Chief Administrative Officer of the RM of Roland.

Kitchen Use & Clean Up

- The rental fee includes use of all kitchen appliances and supplies.
- All dishes must be cleaned up properly and put back in proper places.
- Coffee cups must be cleaned properly and put back in proper places.
- Appliances both big and small must be cleaned properly and put back in proper places if necessary.
- Garbage and recycle must be cleaned and put in wooden bin outside on the south eastern side of the building.



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- Dishwasher must be cleaned out, drained and shut off.
- Food is to be fully removed from the fridges and freezer.
- All surfaces must be wiped down, including but not limited to tables, chairs and countertops.
- All decorations must be removed.
- Upon leaving the Roland Memorial Hall after rental, renters are to contact the caretaker to lock up. The number for the caretaker is located on the bulletin board by the coffee maker and by the southern door in the kitchen. The phone in the kitchen may be used if required.
- All lights must be turned off and doors securely closed upon leaving.
- All large messes such as spills or bathroom messes must be cleaned to the best of renters abilities.
- Failure to comply with the Kitchen Uses and Clean Up rules may result in loss of a portion or all of the damage deposit. The amount of damage deposit to be returned to the renter is to be determined by the Chief Administrative Officer of the RM of Roland.

Use of Liquor

- Any liquor that is brought into, served and consumed by the renter shall be in accordance with the amounts and conditions of an occasional permit issued by Manitoba Liquor and Lotteries. No liquor, other than what is permitted by said permit is allowed on the premises.
- Intoxication or disorderly patrons are not allowed to be on the premises. Persons under 18 years of age are not to handle, possess or consume liquor.
- All liquor is to be removed from the tables, and from any persons, by 1:30am. The Roland Memorial Hall is to be vacate by 2:00am.
- If a permit is required but not obtained, the RM of Roland has the right to keep your damage deposit.
- All bar supplies, cups, mix and liquor is to be supplied by the renter.
- The renter is responsible for cleaning up after use. This includes but is not limited to mopping sticky floors, cleaning large washroom messes, etc.
- No alcohol is to be open outside of the building.
- Failure to comply with the Use of Liquor rules may result in loss of a portion or all of the damage deposit. The amount of damage deposit to be returned to the renter is to be determined by the Chief Administrative Officer of the RM of Roland.

All cheques are to be made out the RM of Roland.



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By signing below, the Renter confirms that they have read, understood, and agree to all terms, conditions, and obligations outlined in this Rental Agreement. The Renter acknowledges that they have had the opportunity to ask questions or seek clarification regarding any provisions before signing.

Renter's Name (Printed): _____

Renter's Signature: _____

OFFICE USE ONLY

RM of Roland Representative Signature: _____

Date: _____

To be paid by the renter:

Hall rental fee:

Damage deposit:

Total owing: