

## ROLAND MEMORIAL HALL

### REGULATIONS GOVERNING RENTAL

**HALL BOOKINGS** - Municipal Office 204-343-2061 8:30 a.m. - 4:30 p.m. Monday - Friday

### **SMOKE-FREE FACILITY**

**CAPACITY** - 205 people - in accordance with Fire & Liquor Control Regulations. Area: 40' x 60'

**FURNISHINGS & EQUIPMENT** - PA system, portable stage, piano, 23 - 8' x 30" tables, 18 - 8' x 24" tables, 200 padded chairs. Kitchen equipped with 2 ranges, 2 fridges, dishwasher, small deep freeze, 2 double sinks, trolleys, 100 cup percs, dishes, cutlery, utensils, Jiggers for liquor dispensing. Dish detergent, Javex, and wash cloths supplied. Tea towels and table cloths **NOT** supplied.

**RENTAL FEES** - Payable to the R.M. of Roland.

All functions serving liquor require a LCC Permit. Payment of rental fees and a \$400.00 damage deposit is required **at least 1 week prior** to the occasion. **Any incident deemed so by Council, shall result in 100% loss of the damage deposit.**

Bar closes at 1:00 a.m; All liquor off tables at 1:30 a.m.; Hall to be vacated by 2:00 a.m. Failure to comply will result in eviction and forfeiture of damage deposit.

**CARETAKER:** [Susana Peters](#) 204-343-2434

Tables and chairs will be prearranged - notify Municipal Office of desired set-up. Any changes during the rental are your own responsibility, i.e., changing of tables, etc. The Caretaker's name and phone number is posted in the kitchen. [Please call when ready to leave.](#)

To maintain efficient operation of these facilities, please adhere to the following:

**DO NOT adjust thermostats.**

Keep all **OUTER DOORS CLOSED** - central air conditioning operates more effectively.

Decorations to be mounted with tape, fun-tac, etc. **No tacks, nails, or staples.**

All **TABLES USED MUST BE WIPED CLEAN.**

All **SPILLS ON FLOORS TO BE MOPPED UP** (mop and pail in furnace room).

**Dance Wax** to be used **SPARINGLY** and swept up at end of function.

**NO CONFETTI ALLOWED.**

**KITCHEN TO BE LEFT IN THE CONDITION IT IS FOUND:**

**Stovetops, ovens, counters, trolleys to be wiped clean.**

**Cookware, percs, dishes, etc., to be washed and put away.**

**Garbage to be contained in plastic bags - tied and deposited in bin outside east end of Hall. EXTRA GARBAGE BAGS ON TOP OF FRIDGE.**

All **EMPTIES**, including wine bottles, to be **REMOVED AT END OF FUNCTION.**

***THANK-YOU** for your co-operation.*

**THE COUNCIL**