



# HALL RENTAL AGREEMENT

## 2025-2026

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_  Half Hall  Full Hall

Will you be providing a set-up diagram for your event?  Yes  No

Will you be serving alcohol at your event?  Yes  No

Type of Function:  Social  Birthday Party  Shower  
 Memorial  Fundraiser  Wedding  
 Other \_\_\_\_\_

<b>Name of Renter</b>			
<b>Address of Renter</b>			
<b>Phone Number</b>		<b>Email</b>	

### Description of Rental Costs

<b>Type of function</b>	<b>Deposit</b> <small>(returned within 14 days of event)</small>	<b>Rental fee</b>

This agreement was made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
between The Varsity View Community Centre and \_\_\_\_\_ (Renter) .

Signature of Renter: \_\_\_\_\_

***Socials: please also sign on page 4***

Signature of VVCC Representative: \_\_\_\_\_

*Terms of rental included on subsequent pages*

Varsity View Community Centre  
315 Laxdal Road  
Winnipeg, MB R3R 0W3



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### Varsity View Community Centre details:

- Hall capacity is 360 people
- Air Conditioned
- Kitchen
- Tables/chairs

### Included in the cost is the following:

- For socials & events with alcohol:
  - Bartenders
  - Events Monitor
  - Corkage: Includes all the standard beverage mixes (Pepsi, Diet Pepsi, 7up, Ginger Ale, Soda, Tonic and orange juice) Disposable clear plastic drink cups and beer cups.
  - Coffee with cups creamer and sugar
- Caretaker services for set up & take down of tables & chairs and clean up
- All applicable taxes

### Rental Rates

Type of function	Deposit required <small>(returned within 14 days of event)</small>	Rental fee
Social	\$400	\$1800 <small>(due 7 days prior to the event)</small>
Premium Date Social	\$400	October 31 & Good Thursday - \$2000 (8pm - 1am) December 31 - \$2400 (8pm - 2am) <small>(due 7 days prior to the event)</small>
Events up to 3 hours	-	Full Hall - \$130/hour Half Hall - \$65/hour <small>(due at booking)</small>
Weddings & other events > 3 hours	rates vary - please contact <a href="mailto:vvccprograms@gmail.com">vvccprograms@gmail.com</a>	
Projector Rental	-	\$25



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### **VVCC Social Hall Rental Terms and Conditions**

*These Terms and Conditions form part of the Laxdal Rental Agreement between the Renter shown therein and Varsity View Community Centre ("VVCC").*

*The following terms and conditions apply to the Renter's use of VVCC's hall at 315 Laxdal Road (the "Facility") for the use indicated in the Laxdal Rental Agreement and for the dates and at the times set out in the hall rental agreement.*

- 1. The Renter will protect and indemnify VVCC, its directors, officers, employees and volunteers from and against any and all personal injury, property damage, loss and liability, including reasonable legal fees, caused by any wrongful or negligent act, error or omission of the Renter, or arising out of or in connection with the Renter's use of the Facility and its surrounding properties, except those claims arising out of the sole negligence or willful misconduct of VVCC, its directors, officers, employees or volunteers.*
- 2. The Renter will pay to VVCC the Total Rental Amount as set out in the Rental Agreement and/or by the confirming email which will be known as the Contract.*
- 3. Upon agreeing to the contract and paying a Four Hundred Dollar (\$400) deposit to VVCC, the Renter will receive a door code to the facility on the day of the event. The balance of the agreed to fee must be paid 7 days prior to the event. No deposit required for events less than 3 hours in duration.*
- 4. Social hours will run from 8:00pm-1:00am. Special permission is granted for New Year's Eve*
- 5. Liquor License to be posted in the bar area during the duration of the event.*
- 6. Last call is at 12:40am, no exceptions.*
- 7. No liquor to be sold after 1:00am The building is to be vacated by 1:30am (including DJ) or a surcharge of \$50.00 per half hour will be charged.*
- 8. The renter agrees to provide the following for the end of night clean up:*
  - a) Clear off all table tops*
  - b) Take down all decorations (No Confetti is allowed in the building; damage deposit will be forfeited)*
  - c) Sweep the floor of all tickets*
  - d) Remove all garbage from the facility and place outside by the garbage bin.*
  - e) Ensure all terms of the Social Instructions document are adhered to (including washroom cleanliness)*
- 9. The renter will surrender the Facility at the end of the booking to VVCC in good condition, acceptable to VVCC at its sole discretion. If VVCC finds the Facility in unacceptable condition at the end of the event, the Renter is responsible for any costs that may be incurred by VVCC to make the Facility whole (i.e., clean up, replacement, and/or repairs), in which case VVCC will provide the Renter with an invoice. VVCC can prohibit the Renter from using the Facility, with the Renter having no claim for losses, damages, or compensation of any kind, or the ability to rebook, until the Renter pays the invoice in full.*
- 10. VVCC is not responsible for any damage to, or loss of, any equipment or belongings of the Renter or any member of its party brought into the Facility or onto surrounding property. The Community Centre accepts no responsibility for lost or stolen articles.*
- 11. The number of tickets provided for the functions will be no more than the capacity stated for the hall. The Renter risks the function being closed in the event that the event is oversold, and the capacity is surpassed.*
- 12. All entrance and exit doors must remain closed to prevent excessive noise in the residential area. They must not be blocked due to fire regulations.*
- 13. The consumption of alcoholic beverages outside the facility, illegal narcotics, smoking or vaping inside the building, or the abuse of the facility will not be tolerated. This will result in the forfeiture of the deposit and the supervisor may close the event.*
- 14. The Renter takes full responsibility for actions resulting in bodily harm to any of the guests either during the function, or in anyway related to the departure from the function and will absolve the Varsity View Community Centre of any blame in such instances.*
- 15. The Renter will provide at least 30 days' advance written notice to VVCC (by email to [vvccprograms@gmail.com](mailto:vvccprograms@gmail.com)) should the Renter wish to cancel the booking. If the Renter fails to provide such notice, the Renter will not be refunded the hall deposit. Some exceptions may apply.*
- 16. The Renter will abide by all Federal and Provincial laws, applicable public health orders, and all by-laws, rules and regulations of The City of Winnipeg relating to the occupancy and use of the Facility.*
- 17. If the Renter does not comply with any part of these Terms and Conditions, or is in arrears to VVCC, VVCC may immediately terminate the Rental, with the Renter having no claim for losses, damages, or compensation of any kind.*
- 18. Under no circumstance shall anything be attached to the projector screen area on the south wall. This includes any decorations with the use of tape.*
- 19. If a situation falls outside of these Terms and Conditions, VVCC's Board of Directors will discuss appropriate actions at its next scheduled meeting, which the Renter is invited to attend.*



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### **Social Instructions, Terms & Conditions**

#### *Social Instructions:*

*Prior to your social we will send you a door code for access. The timing will be dependent upon the activities in the hall leading up to your event. Generally, the hall will be available between noon and 2 pm. We will come to an agreed-on time a week before your event.*

*Once you get the code you will be able to come and go as you wish. You or someone from your party will need to be back at the hall by 7:30 pm to let our bartenders in as they do not know the individual codes.*

*When you get to the hall, you will want to get your beer into the beer fridge so that it is cold for the evening. You will notice a large double door cooler opposite the serving window that will be completely empty. Please load all the beer into this fridge in its cases sorted by varieties. We suggest you open enough cases to fill the two shelves of the beer fridge with beer cans, again please sort by varieties. Please do not open any more cases after this as our bartenders will open the cases as needed so that we can limit your waste. The hard liquor can be left in the boxes in the bar area, and our bartenders will open & display as well as pre-pour. You will also need to leave your liquor license so that we can post it during the social.*

*Please remember that absolutely no confetti of any kind is allowed in our building and that at no point are you to attach anything to the projector screen area on the south wall.*

*If you need a place to lock up your money, there is a lockable cupboard located right behind the ticket table at the main entrance. You are welcome to use it, but for security reasons, we ask that you bring your own lock.*

*As you know, we provide all the standard beverage mixes as well as water, orange, and cranberry juice. You are welcome to bring any other mixes that we do not provide, such as clamato and any garnishes, if desired. We also provide coffee on request and cups for all the beverages. You will need to bring your own ice. We recommend that you bring 14 (5lb) bags of ice. There is a freezer that is located across the bar in the prep room that you could use for storing your ice. The prep room is also yours for the night. You can store all your supplies in this room; there is also a cooler for you to use for all your perishable items.*

*At 1:00 am the bar and the music will shut down (last call at 12:40). At this time, we ask that you take down all your decorations. Our bartenders will provide you with garbage bags (as well as pails & rags if required) to wipe all the tabletops. We kindly ask that you stack chairs if possible. Brooms (a mop and pail if required) will be provided to clean big debris & tickets off the floor, because if they get wet and are left on the floor they will stain.*

*Washrooms: we understand that washrooms get used however you will be responsible to clean any "overuse" such as vomit or excessive uncleanliness. Items such as floor stains, confetti and/or washrooms may affect the return of the damage deposit.*

*At this point you will be required to pay the full cost of your rental fee to the bartenders in cash, and you will be issued a receipt. Your \$400 damage/hold deposit will be reimbursed by accounting within 14 days of your social.*

*We ask that the building be vacated by 1:30am (including your DJ) to avoid penalty on your damage deposit.*

**I acknowledge and accept the terms on pages 3 & 4 with the full understanding that failure to comply will result in the forfeiture of the \$400 deposit and the possible early closing of the event.**

**Signature of Renter:** \_\_\_\_\_