

**WESTBOINE PARK HOUSING CO-OP LTD.  
HALL USAGE AGREEMENT**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **TILL:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

- **ALL CHEQUES MUST BE FROM MEMBERS ONLY**
- **FEES MUST BE PAID AT THE TIME OF BOOKING, DEPOSITS MUST BE PAID AT LEAST TWO WEEKS BEFORE THE EVENT.**
- **NB: Westboine Park Carl Noonan Hall is listed as a banquet hall with the Manitoba Liquor Board and therefore requires a liquor license when serving alcohol on the premises. Occasional permits may be obtained at any Liquor Mart and should be obtained 10 days before your event.**

	<b>HALL RENTAL</b>		<b>REFUNDABLE DAMAGE DEPOSIT</b>	
<b>Members:</b>	<b>\$100.00</b>	<b>Received _____</b>	<b>\$250.00</b>	<b>Received _____</b>
<b>(with liquor)</b>	<b>\$200.00</b>	<b>Received _____</b>		
<b>Non Members:</b>	<b>\$250.00</b>	<b>Received _____</b>	<b>\$500.00</b>	<b>Received _____</b>
<b>(with liquor)</b>	<b>\$400.00</b>	<b>Received _____</b>		

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**TERMS AND CONDITIONS OF HALL USAGE**

I understand that all clean-up of the hall on the date specified will be my responsibility and that the following conditions are my responsibility and binding on me. An inspection of the facility will be conducted before and after the event by Westboine Staff to ensure that we agree to the facilities condition before and after the event.

- 1) Hall, kitchen and washroom floors must be swept and or washed immediately after the event is finished.
- 2) Tables and chairs are to be clean and stacked as initially found.
- 3) Kitchen stove, fridge, sink and countertop are washed and cleaned as required.
- 4) All equipment such as coffee makers utensils and dishes and cutlery are cleaned and put away in their rightful places.
- 5) All garbage and debris is placed in garbage bags and brought to the proper garbage and recycle bins outside.
- 6) Washrooms are to be left in a clean and neat condition

- 7) You will abide by the City of Winnipeg by-laws, (noise levels must be kept at an acceptable and tolerable level at all times).
- 8) All activities including music must cease by 12:00 am and clean-up and lockup by 1:00 am.
- 9) You must ensure that all doors are securely locked before leaving the premises and you must place the Hall key in the mailbox outside of the door to the hall upon exiting the hall.
- 10) You must abide by and obtain any licenses or permits required by the Liquor Control Act of Manitoba.
- 11) You must ensure that you do not leave the dishwasher unattended while running and that it is emptied and dishes put away after use. The dish washer must be unhooked from the faucet and put in its original place before leaving the premises.

Please note that if the conditions of the hall rental are not met and Westboine Park is required to clean, wash or repair anything in the hall, the damage deposit will be forfeited.

If any legitimate complaint is received by the Westboine Park Housing Co-op with respect to this agreement the member shall have his/her hall usage privileges suspended and the damage deposit will be forfeited.

Nothing contained in this agreement shall preclude or prevent Westboine Park Housing co-op from maintaining a claim for damages against the "user" in excess of the said damage deposit should such damages to the premises exceed the amount of the said damage deposit

**I/WE HAVE READ AND AGREE TO THE TERMS AND CONDITIONS FOR USE OF THE "CARL NOONAN HALL" AT WESTBOINE PARK HOUSING CO-OP LTD., 32 SHELME RD, WINNIPEG, MANITOBA**

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Signature

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WESTBOINE PARK REPRESENTATIVE