



Maple Bay Rowing Club (MBRC) Clubhouse Event Rental Terms and Conditions

(Updated January 2023)

Thank you for your interest in renting MBRC's clubhouse for your event.

Please carefully read these rental terms and conditions.

If you would like additional information, please contact rental coordinators

Gillian Williamson at gillian_williamson@hotmail.com

Linda Milne at milnec2@shaw.ca.

Maximum capacity

The maximum capacity of the clubhouse is 80 people, as per fire regulations

Availability

- Friday, Saturday, Sunday

A. Afternoon

A block of time between 12:00 noon through 6:00 p.m.

Basic rate \$20.00 per hour (minimum 2 hours)

B. Afternoon plus evening

The rental period is 12 hours, from 12:00 noon until 12:00 midnight.

Basic rate \$200.00

Damage deposit

\$200.00

- You are responsible for repairing damage that is beyond normal wear and tear.
- The damage deposit will be returned after the event coordinator has inspected the clubhouse following your event, provided there is no damage.
- If damage occurs, repair costs will be subtracted from the damage deposit.

Note: If repair costs exceed the damage deposit, you will be charged the additional cost.

Cleaning fee

\$60.00

The club must be left generally tidy for our cleaner. This includes doing dishes, removing decorations and returning furniture to its original arrangement. Please use the disposable sorting system provided at the club. Garbage should be bagged and left inside.

Payment

- A **non-refundable \$50.00 deposit** plus signed rental agreement are required to secure your rental date.
- The balance of payment must be paid at least **7 days prior** to your event. Payments may be made by e-transfer to mbrcpayments@gmail.com

Kitchen

The kitchen contains a fridge, stove, microwave, cooking utensils including dishes, drinking glasses, mugs and cutlery.

Note: You must wash and put away any MBRC kitchen items you use.

Alcohol Consumption

Before consuming alcohol at your event:

- you must acquire a **Liquor Special Event Permit** and provide the rental coordinator with a copy of the license prior to your event
- the person(s) serving alcohol must hold **Serving It Right** certification
- Renters are responsible for following the **requirements of their license**.

Decorating

All decorations must be approved by the rental coordinator before installation. Hooks for decorations are situated around the top edge of some walls.

Note:

- Nails, tacks, staples, tape may are not permitted.
- Confetti, rice, glitter and other loose materials are not permitted.
- You must remove your decorations when your event concludes.

Conduct

Please keep in mind that the clubhouse is in a residential area. You are responsible for the conduct of event attendees.

- Do not allow excessive noise.
- Do not party in the parking lot.

Note: MBRC reserves the right to visit your event, if a complaint is received, and follow through with police if necessary.

Liability

MBRC is not responsible for loss or damage to any possessions or equipment associated with your event, whether prior to, during or following the event.

Access to the MBRC clubhouse

To acquire the door key, at least 48 hours prior to your event, contact the rental coordinator. Rental agreement, Special Event License, and payment are required before access.

Note: The key must be returned to the rental coordinator within 24 hours following your event.

Rental Agreement to download, sign and return is here:

<https://0c3db0.a2cdn1.secureserver.net/wp-content/uploads/2021/12/MBRC-contract-PDF.pdf>