



RENTAL GUIDE for PUBLIC ROOMS



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GENERAL INFORMATION

The City of Vaudreuil-Dorion offers the possibility of renting different rooms to meet your various needs whether for small or large scale activities.* This guide was designed to assist you in planning your event and to answer some of the most frequently asked questions. Since every event is unique, the team responsible for room rentals is at your disposal to help with the process of reserving your space.

The Recreation and Culture Team

RESERVATIONS AND INVOICING

Reservations, contract
management and invoicing desk

locationsalles@ville.vaudreuil-dorion.qc.ca
450 455-3371, option 4

RECREATION AND CULTURE

3093 boulevard de la Gare, Room B230
Vaudreuil-Dorion (Québec) J7V 9R2

loisirsculture@ville.vaudreuil-dorion.qc.ca
450 455-3371, option 4

RENTALS - HOLIDAY SEASON

(Availability at Pavillon de Bel-Air and Pavillon Normand-Desjardins only)

Residents interested in renting these rooms to host family events between December 23rd and 31st and on January 1st or 2nd, must do so before October 1st at 12:00 p.m. either by completing the form available online, by sending an e-mail to locationsalles@ville.vaudreuil-dorion.qc.ca, or by calling 450 455-3371, option 4. The rooms will be assigned by means of a draw. An office clerk will contact the persons included in the draw by October 15th at the latest.

*No recurring rentals are possible for any of the rooms for either citizens or private businesses.

This document is updated annually.



INSTRUCTIONS

The Renter wishing to make a reservation request must first complete the appropriate **form** and send it by e-mail to:

locationsalles@ville.vaudreuil-dorion.qc.ca.

Residents and non-residents can also reserve a room online at **ville.vaudreuil-dorion.qc.ca.**

An office clerk will respond to the request within 72 working hours (Monday to Friday).

If required, an office clerk will communicate with the Renter to clarify certain details and the rental agreement

To make the room rental official, the Renter must send a copy of the signed agreement by e-mail to:

locationsalles@ville.vaudreuil-dorion.qc.ca.

The Renter must also ensure that payment is made for the room within 10 working days after submitting the signed agreement.

PAYMENT METHODS ACCEPTED

- ▶ Credit (Visa and Mastercard)
- ▶ Debit
- ▶ Check payable to the City of Vaudreuil-Dorion
- ▶ Cash

ORDER OF PRIORITY

The Renter recognizes that the following order of priority is observed by the City when renting rooms.

- 1- City (events organized and carried out by the City);
- 2- Organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*;
- 3- Residents of Vaudreuil-Dorion;
- 4- Businesses in Vaudreuil-Dorion;
- 5- Non-residents and other businesses.

TERMS AND CONDITIONS

The purpose of this section is to explain the different terms and conditions that the team responsible for rentals operates with. These terms and conditions have been established according to the laws and regulations that govern the City of Vaudreuil-Dorion.

A Renter cannot sublet to another party. The City and its representatives will refuse to rent a room or building if the event to be held:

- ▶ Does not comply with the law, regulations or values of the City;
- ▶ Does not respect the integrity, nature or purpose of the space or the type of clientele who frequent it.

Additional fees will be charged if the condition of the room does not meet the requirements or terms of the agreement. A service charge of \$50 per hour of additional maintenance will be billed to the tenant.

ROOM LOCATION



Centre multisports André-Chagnon | 3093, boul. de la Gare, 2nd floor

Centre Jean-Marc-Ducharme | 21, rue Louise-Josephite, 2nd floor

Opticentre St-Jean-Baptiste | 145, boul. Harwood

Pavillon Normand-Desjardins | 671, rue Valois

Pavillon de Bel-Air | 554, rue Pie-XII

Centre multisports André-Chagnon



3093, boul. de la Gare
 Vaudreuil-Dorion (Québec) J7V 9R2
 Rooms located on 2nd floor

Who can rent?

Residents of Vaudreuil-Dorion, non-residents, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, condominium associations and private businesses

Activities accepted

Meetings, workshops, training courses, conferences, celebrations, weddings, funerals, Christmas markets, fundraising events, galas and annual general meetings

Rental period

10:00 a.m. to 2:00 a.m.

Notes

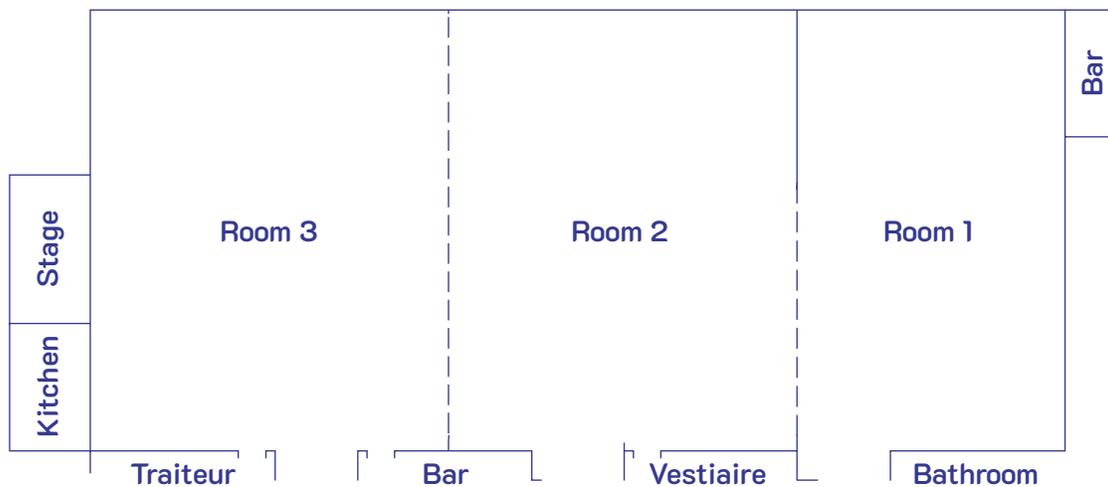
- ▶ Booking can be done 12 months before the date of the event.
- ▶ NEW: The Renter will be asked to select a room configuration at the time of signing the agreement.
- ▶ When making the reservation request, the Renter must include the time required for installing and taking down decorations, which he/she is responsible for.

Consumption of alcoholic beverages onsite	The Renter must advise the Recreation & Culture department if alcoholic beverages are to be brought in, consumed and served in the room. A permit issued by the <i>Régie des alcools, des courses et des jeux</i> is required for private events with 200 guests and more. This permit is mandatory for all activities open to the public. A copy of the permit must be sent to the office clerk. Moreover, a reunion permit «to sell» is required for any natural or legal person who, during an event he/she has organized, plans to sell pre-purchased alcoholic beverages to participants.
Universal access	Yes (automatic door at the front, access to elevator, adapted toilet)
Air conditioning	Yes
Parking	Shared parking with other building users
Wi-Fi connection	Yes

Rates and Specification Sheet

	PREFERENTIAL RATE ▶ Residents ▶ Vaudreuil-Dorion condominium associations	BASE RATE ▶ Non-residents ▶ Businesses
Rooms Traiteur and Vestiaire	\$ 10/hour	\$ 20/hour
Room 1	\$ 30/hour	\$ 60/hour
Room 3 (access to Traiteur room)	\$ 35/hour	\$ 70/hour
Rooms 2 and 3 (access to Traiteur room and Vestiaire)	\$ 45/hour	\$ 90/hour
Rooms 1, 2 and 3 (access to Traiteur room and Vestiaire)	\$ 55/hour	\$ 110/hour

- ▶ Minimum rental period of 4 hours.
- ▶ Room setup and dismantling carried out by staff and included in pricing.
- ▶ The Renter must include time required for installing and removing decorations , which he/she is responsible for.



EQUIPMENT

- ▶ 38 round tables, each 5 feet in diameter (one table seats 8 people)
- ▶ 15 rectangular melamine tables measuring 6 x 2.5 feet
- ▶ 40 rectangular plastic tables measuring 6 feet
- ▶ 2 rectangular wood tables measuring 8 feet
- ▶ 10 melamine tables measuring 6 feet

- ▶ 420 chairs

- ▶ Coat hangers

Not included: Dishes and tablecloths

BATHROOMS

- ▶ Women: 8 stalls including one universal accessible toilet
- ▶ Men: 2 stalls including one universal accessible toilet and 4 urinals

Rooms Traiteur and Vestiaire

DIMENSIONS: 20 x 20 feet

CEILING: 10 feet

CAPACITY: Up to 16 people



CONFIGURATION A - MEETING

4 rectangular tables
(12 person capacity)



CONFIGURATION B - CONFERENCE

16 chairs



CONFIGURATION C - EMPTY ROOM

Room 1

DIMENSIONS: 28 x 58 feet

CEILING: 12 feet

CAPACITY: Up to 64 people



CONFIGURATION A - ROUND TABLES

8 round tables and 4 buffet tables
(64 person capacity)



CONFIGURATION B - MEETING

14 rectangular tables
(28 person capacity)



CONFIGURATION C - CONFERENCE

38 chairs with projection
64 chairs without projection
Sound system for conference use only



BAR

- ▶ Refrigerator with glass doors
- ▶ Microwave
- ▶ Sink with counter

Room 3

DIMENSIONS: 38 x 58 feet

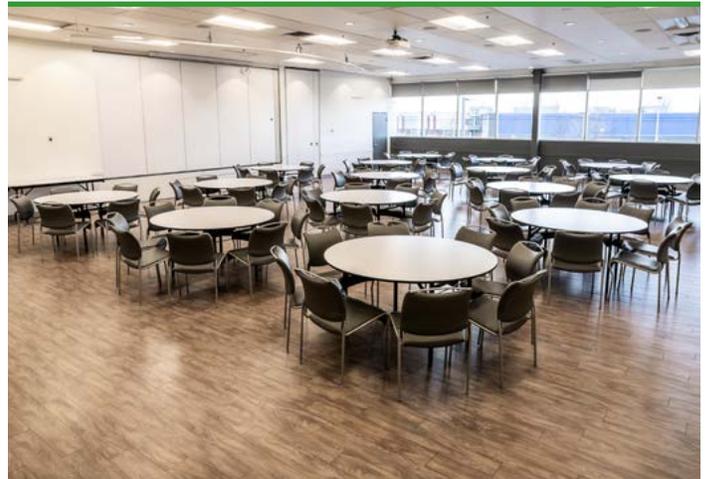
CEILING: 12 feet

CAPACITY: Up to 120 people



CONFIGURATION A - ROUND TABLES WITH DANCE FLOOR

13 round tables and 4 buffet tables
(104 person capacity)



CONFIGURATION B - ROUND TABLES WITHOUT DANCE FLOOR

15 round tables and 4 buffet tables
(120 person capacity)



CONFIGURATION C - CLASSROOM

21 rectangular tables
(42 person capacity)



CONFIGURATION D - CONFERENCE

100 chairs

- ▶ Access to a stage (17.3 x 9.9 feet):
Access to camlock connection and 120V/50A outlet
- ▶ Access to a projector with projection screen
for businesses and organizations only

- ▶ Adjacent to room Traiteur (page 8)
- ▶ Adjacent to kitchen (page 12)
- ▶ Sound system for conference use only

Rooms 2 and 3

DIMENSIONS: 76 x 58 feet

CEILING: 12 feet

CAPACITY: Up to 272 people



CONFIGURATION A - ROUND TABLES WITH DANCE FLOOR

30 tables and 4 buffet tables
(240 person capacity)



CONFIGURATION B - ROUND TABLES WITHOUT DANCE FLOOR

34 tables and 4 buffet tables
(272 person capacity)



CONFIGURATION C - CONFERENCE

260 chairs

- ▶ Access to a bar including service counter and a refrigerator with two glass doors.
- ▶ Access to room Traiteur (page 8)
- ▶ Access to room Vestiaire (page 8)
- ▶ Access to kitchen (page 12)

Rooms 1, 2 and 3

DIMENSIONS: 58 x 104 feet

CEILING: 12 feet

CAPACITY: Up to 420 people



CONFIGURATION A - ROUND TABLES WITH DANCE FLOOR

33 round tables and 4 buffet tables
(264 person capacity)



CONFIGURATION B - ROUND TABLES WITHOUT DANCE FLOOR

38 round tables and 4 buffet tables
(304 person capacity)



CONFIGURATION C - CONFERENCE

420 chairs



KITCHEN

- ▶ Upright freezer
- ▶ Refrigerator with two glass doors
- ▶ 2 stoves with oven
- ▶ Dishwasher
- ▶ Sink with counter

Not included: dishes and tablecloths

- ▶ Access to bar in Room 1 (page 9) and bar in Room 2
- ▶ Access to room Traiteur (page 8)
- ▶ Access to room Vestiaire (page 8)
- ▶ Access to kitchen

Pavillon de Bel-Air



554, rue Pie-XII
Vaudreuil-Dorion (Québec)
J7V 1Z8

DAILY RATES:

Monday to Thursday: \$ 100
Friday to Sunday evenings: \$ 175

CAPACITY: 80 people

Who can rent?

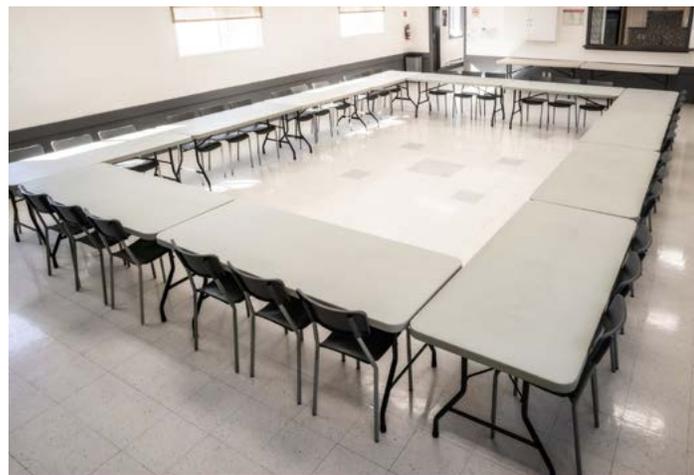
Residents of Vaudreuil-Dorion, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, and Vaudreuil-Dorion condominium associations

Activities accepted

Meetings, workshops, training courses, conferences, funerals, annual general meetings, parties and celebrations

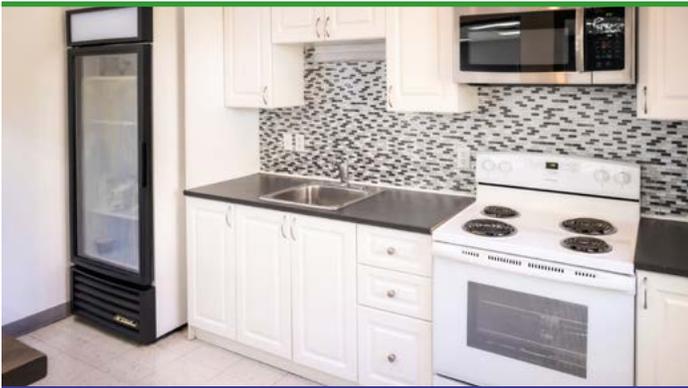
Rental period

10:00 a.m. to 2:00 a.m.



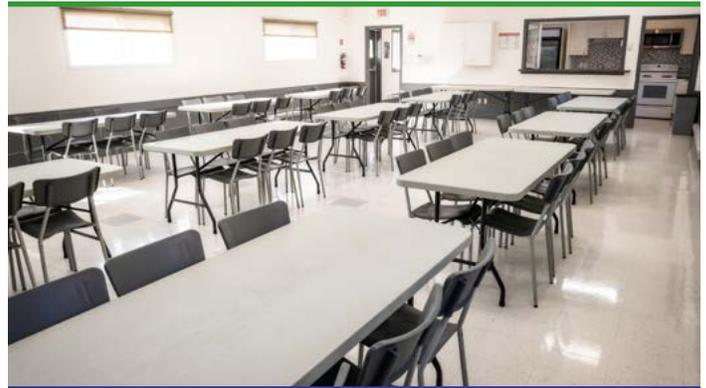
Notes

- ▶ July 10: Beginning of booking process for events taking place between September 1st and August 31st of the following year.
- ▶ A code granting access to the building will be sent to the Renter via e-mail.
- ▶ When making the reservation request, the Renter must include the time required for setting up and dismantling the room, which he/she is responsible for. The furniture must be returned to the same location it was originally found. The Renter must ensure the furniture and kitchen are clean before leaving the premises.



KITCHEN

- ▶ Stove with exhaust hood
 - ▶ Bar refrigerator with glass door
 - ▶ Microwave
- Not included : dishes and tablecloths



EQUIPMENT

- ▶ 14 plastic tables measuring 6 x 2.5 feet
- ▶ 80 chairs

BATHROOMS

- ▶ Women: two stalls, one of which includes a changing table and universal accessible toilet
- ▶ Men: One stall and one urinal

CLOAKROOM

- ▶ Coat hangers

Consumption of alcoholic beverages onsite

The Renter must advise the Recreation & Culture department if alcoholic beverages are to be brought in, consumed and served in the room. A reunion permit «to sell», issued by the *Régie des alcools, des courses et des jeux* is required for any natural or legal person who, during an event he/she has organized, plans to sell pre-purchased alcoholic beverages to participants. A copy of the permit must be sent to the office clerk.

Universal access

Yes (room at ground level, adapted toilet)

Air conditioning

Yes

Parking

24 spaces plus one space for people with reduced mobility

Room dimensions

25 x 40 feet

Ceiling height

9,4 feet

Wi-Fi connection

Yes



Pavillon Normand-Desjardins



671, rue Valois
Vaudreuil-Dorion (Québec)
J7V 1V5

DAILY RATES:
Monday to Thursday: \$ 80
Friday to Sunday evenings: \$ 120

CAPACITY: 30 people

Who can rent?

Residents of Vaudreuil-Dorion, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, and Vaudreuil-Dorion condominium associations

Activities accepted

Meetings, workshops, training courses, conferences, parties and celebrations

Rental period

10:00 a.m. to 2:00 a.m.



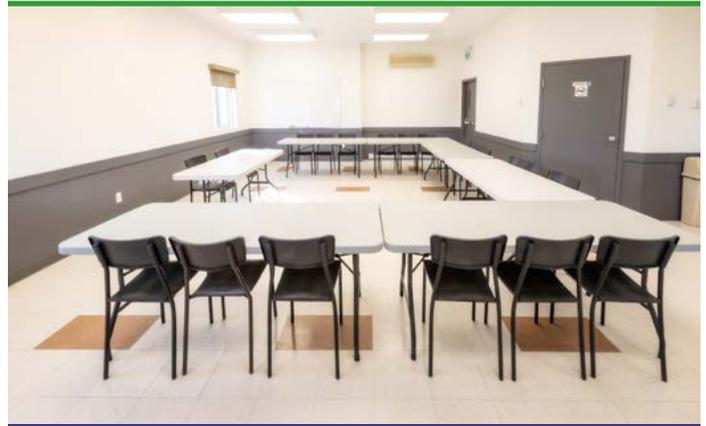
Notes

- ▶ July 10: Beginning of booking process for events taking place between September 15th and May 15th of the following year.
- ▶ A code granting access to the building will be sent to the Renter via e-mail.
- ▶ When making the reservation request, the Renter must include the time required for setting up and dismantling the room, which he/she is responsible for. The furniture must be returned to the same location it was originally found. The Renter must ensure the furniture and kitchen are clean before leaving the premises.



KITCHEN

- ▶ Stove with exhaust hood
 - ▶ Bar refrigerator with glass door
- Not included: dishes and tablecloths



EQUIPMENT

- ▶ 9 plastic tables measuring 6 x 2.5 feet
- ▶ 30 chairs
- ▶ White board (6 x 4 feet - markers not included)

BATHROOMS

- ▶ Women: 2 toilets
- ▶ Men: One universal accessible toilet with changing table

CLOAKROOM

- ▶ Coat hangers

Consumption of alcoholic beverages onsite

The Renter must advise the Recreation & Culture department if alcoholic beverages are to be brought in, consumed and served in the room. A reunion permit «to sell», issued by the *Régie des alcools, des courses et des jeux* is required for any natural or legal person who, during an event he/she has organized, plans to sell pre-purchased alcoholic beverages to participants. A copy of the permit must be sent to the office clerk.

Universal access

Yes (room at ground level, adapted toilet)

Air conditioning

Yes

Parking

57 spaces plus one space for people with reduced mobility

Room dimensions

25 x 17 feet (one section is 14 feet long)

Ceiling height

9,1 feet

Wi-Fi connection

Yes



Centre Jean-Marc-Ducharme



21, rue Louise-Josephte
Vaudreuil-Dorion (Québec) J7V 6L5
Room located on 2nd floor

RATE: \$ 30/hour
4 hour minimum rental period

CAPACITY: 150 people

Who can rent?

Residents of Vaudreuil-Dorion, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, and Vaudreuil-Dorion condominium associations

Activities accepted

Meetings, workshops, training courses, conferences, parties, funerals, annual general meetings and celebrations

Rental period

10:00 a.m. to 2:00 a.m.



Notes

- ▶ July 10: Beginning of booking process for events taking place between September 1st and August 31st of the following year.
- ▶ A code granting access to the building will be sent to the Renter via e-mail.
- ▶ When making the reservation request, the Renter must include the time required for setting up and dismantling the room, which he/she is responsible for. The furniture must be returned to the same location it was originally found. The Renter must ensure the furniture and kitchen are clean before leaving the premises.



KITCHEN

- ▶ Stove with exhaust hood
- ▶ Kitchen refrigerator
- ▶ Cupboards

Not included: dishes and tablecloths

BATHROOMS

- ▶ Women: 3 stalls
- ▶ Men: 2 stalls and 2 urinals
- ▶ No universal accessible toilet

BAR

- ▶ Sink and counter

EQUIPMENT

- ▶ 150 chairs
- ▶ 20 tables measuring 6 feet
- ▶ 13 coffee tables measuring 3 x 3 feet
- ▶ Projection screen (5.4 x 7 feet)

Consumption of alcoholic beverages onsite	The Renter must advise the Recreation & Culture department if alcoholic beverages are to be brought in, consumed and served in the room. A reunion permit «to sell», issued by the <i>Régie des alcools, des courses et des jeux</i> is required for any natural or legal person who, during an event he/she has organized, plans to sell pre-purchased alcoholic beverages to participants. A copy of the permit must be sent to the office clerk.
Universal access	Partial (automatic door and elevator with access to room, no adapted toilet)
Air conditioning	Yes
Parking	26 spaces plus one space for people with reduced mobility, drop-off area at the entrance, parking available at the nearby Desjardins service centre (avenue Saint-Charles)
Room dimensions	38 x 68 feet
Ceiling height	12 feet
Wi-Fi connection	Yes



Opticentre St-Jean-Baptiste

145, boul. Harwood
Vaudreuil-Dorion (Québec)
J7V 1Y3

RATE: Resident: \$45/hour
Non-residents and private companies: \$90/hour

CAPACITY: Up to 240 people

Who can rent?

Residents of Vaudreuil-Dorion and non-residents, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, Vaudreuil-Dorion condominium associations and private businesses

Activities accepted

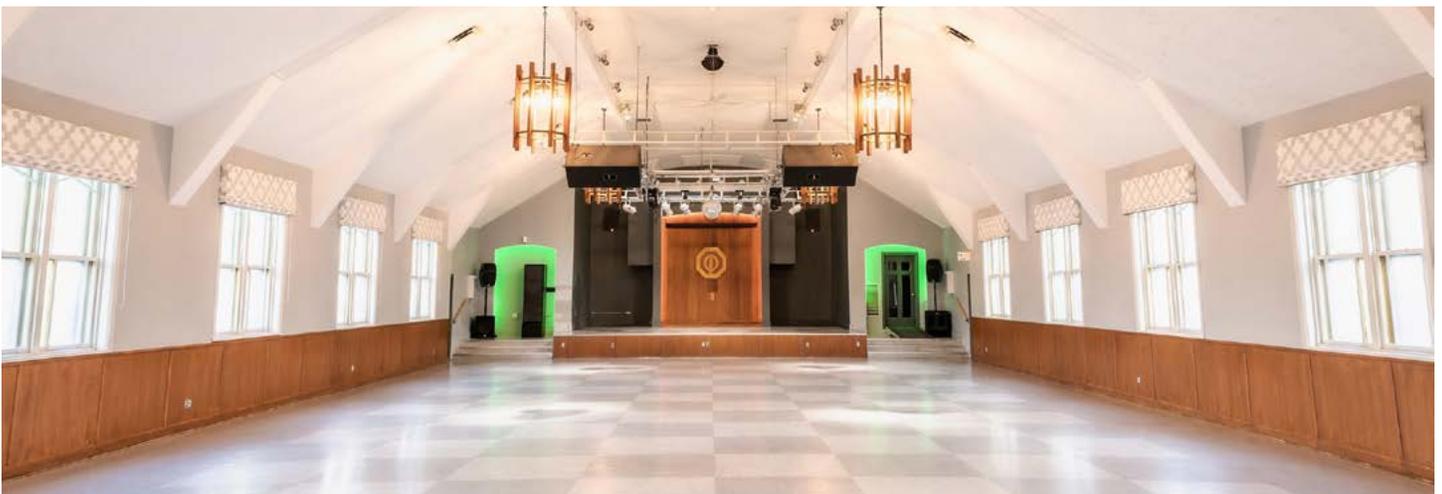
Meetings, workshops, training courses, conferences, funerals, annual general meetings, parties and celebrations

Rental period

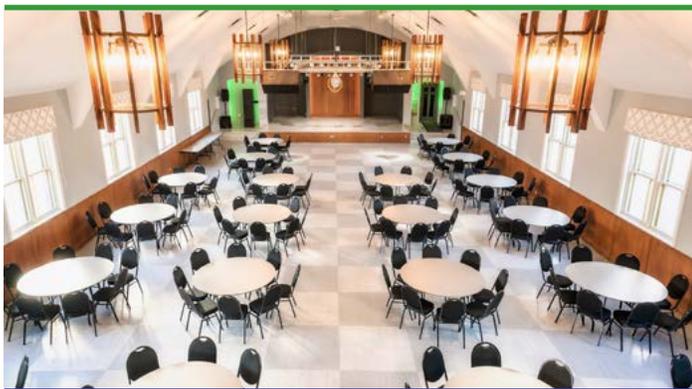
10:00 a.m. to 2:00 a.m.

Notes

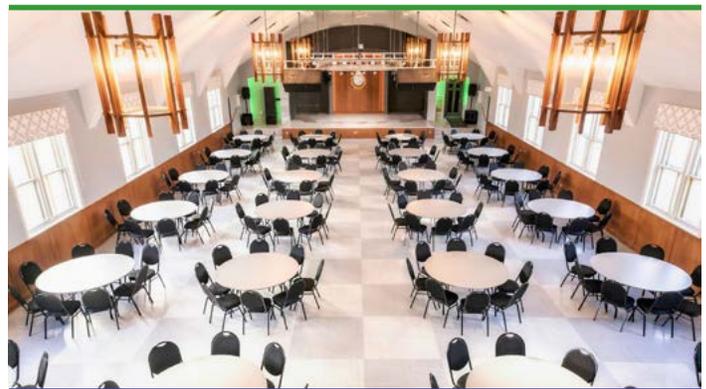
- ▶ Online reservations and access to calendar will be available as of July 10 for this room
- ▶ July 10: Beginning of booking process for events taking place between September 1st and August 31st of the following year for residents, Vaudreuil-Dorion businesses and condominium associations.
- ▶ When making the reservation request, the Renter must include the time required for installing and removing decorations, which he/she is responsible for. The setting up and dismantling of the room will be carried out by onsite personnel. This cost is included in the rate.
- ▶ Possibility of renting equipment (see list on page 21).



Consumption of alcoholic beverages onsite	The Renter must advise the Recreation & Culture department if alcoholic beverages are to be brought in, consumed and served in the room. A permit issued by the <i>Régie des alcools, des courses et des jeux</i> is required for events with 200 guests and more. This permit is mandatory for all activities open to the public. A copy of the permit must be sent to the office clerk. Moreover, a reunion permit «to sell» is required for any natural or legal person who, during an event he/she has organized, plans to sell pre-purchased alcoholic beverages to participants.
Universal access	Yes (ramp access to building, adapted toilet)
Air conditioning	Yes
Parking	Shared with neighbouring businesses. One space for people with reduced mobility.
Room dimensions	42 x 80 feet
Ceiling height	18 feet
Wi-Fi connection	No



**CONFIGURATION A -
ROUND TABLES WITH DANCE FLOOR**
20 round tables and 3 buffet tables
(160 person capacity)



**CONFIGURATION B -
ROUND TABLES WITHOUT DANCE FLOOR**
24 round tables
(192 person capacity)



CONFIGURATION C - MEETING
14 rectangular tables
(28 person capacity)



CONFIGURATION D - CONFERENCE
1 table at front, 2 buffet tables
and one projection screen
(240 person capacity)



KITCHEN

- ▶ 2 stoves with exhaust hood
- ▶ Kitchen refrigerator
- ▶ Microwave

Not included: dishes and tablecloths



BAR

- ▶ 2 countertop bar refrigerators
- ▶ Kitchen refrigerator
- ▶ Sink

BATHROOMS

- ▶ Women: 5 stalls
- ▶ Men: 2 stalls and 3 urinals
- ▶ One universal accessible toilet

STAGE

- ▶ 2.5 feet high from the floor
- ▶ 26 x 16 feet

CLOAKROOM

- ▶ Coat hangers

EQUIPMENT

- ▶ 24 round tables 5 feet in diameter
- ▶ 2 rectangular tables measuring 8 x 2.5 feet
- ▶ 14 rectangular tables measuring 6 x 2.5 feet
- ▶ 10 square tables measuring 2.5 x 2.5 feet
- ▶ 249 upholstered chairs
- ▶ Screen (8 x 8 feet)
- ▶ 10 hooks for hanging decorations (one between each column)
- ▶ Sound system:
 - 1 microphone with wire - 2 wireless microphones
 - 1 large microphone stand - 1 micro-headset
- ▶ 6 crowd control posts with ropes (in cloakroom)
- ▶ Projector

EQUIPMENT	Vaudreuil-Dorion citizens and businesses
Sound system (without microphone)	\$ 25 (no CD player, iPod may be connected)
Sound system (including a microphone or micro-headset)	\$ 35 (additional microphone: \$ 25)
Projector + screen	\$ 50
Lighting (dancing and lighting effects)	\$ 75
Complete equipment	\$ 150

APPENDIX

RENTAL AGREEMENT- COMMUNITY ROOMS

BETWEEN: THE CITY OF VAUDREUIL-DORION, a legally-constituted municipal corporation with its City Hall located at 2555, Dutrisac, Vaudreuil-Dorion (Quebec) J7V 7E6, herein acting and represented by Vincent Bastien, Director of Recreation and Culture department, properly authorized pursuant to Resolution 23-01-0028

Hereinafter referred to as the «City»;

AND: [Name of client], residing at (address)

Hereinafter referred to as the «Renter»;

The City and the Renter will hereinafter be referred to collectively as the «Parties»;

THE PARTIES AGREE THAT:

ARTICLE 1 DESCRIPTION OF PREMISES

1.1 The City hereby authorizes the Renter to rent the municipal or school space(s) as described on the booking confirmation, a copy of which is attached to the present agreement forming an integral part hereof.

Hereinafter referred to as the «rented premises».

ARTICLE 2 TERMS OF USE

- 2.1 The Renter must comply with any municipal regulations that are in force;
- 2.2 Activities aimed at an audience aged less than 18 years old must be supervised by an adult over 25 years old who must be onsite during the event;
- 2.3 The Renter agrees to comply and ensure the compliance of participants with rules that prohibit the use of items including, but not limited to, confetti, thumb tacks, sticky tape, wire, paint, glue or any other item that could result in damages to the walls, ceiling, floor, tables and chairs. Any flammable items including, but not limited to, candles, propane tanks, butane cylinders or pyrotechnic items, are prohibited;
- 2.4 Domestic animals are not allowed in the rooms with the exception of service dogs and guide dogs;
- 2.5 Sports activities are not allowed in the rooms (except for the gyms) unless as authorized in writing by the City;
- 2.6 Inflatable games are not allowed either inside the rooms or outside;
- 2.7 Smoking and vaping are prohibited in all rented spaces. The Renter agrees to comply and ensure the compliance of participants with the rules that prohibit smoking, in accordance with the Tobacco Control Act, and to pay the fines imposed by this law, if need be, and respect a 9 meter smoke-free distance from all outside doors leading to the rented premises;
- 2.8 The Renter must respect the maximum of participants stated at the time of signing the agreement;
- 2.9 The Renter agrees to accept the rented premises in the state they are found in and to leave them in the same condition, except for any deterioration caused by normal use;
- 2.10 The Renter does not have the right to claim any compensation for any improvements made nor for any other costs the Renter might have incurred due to the Rental Agreement;
- 2.11 The Renter may not lend or sublet the rented premises in whole or in part, nor transfer his/her right-of-use. The Renter also may not change the type of activity stated upon reservation except on the written authorization of the City;
- 2.12 The Renter must ensure that all emergency exits remain free, visible and accessible at all times;

- 2.13 The Renter undertakes to inform participants that no alcohol may be consumed outside of the rented premises, in the parking lot or around the building;
- 2.14 Food and beverages are not allowed in school premises;
- 2.15 The Renter undertakes to inform participants that loitering is prohibited inside the *Centre multisports André-Chagnon*. To preserve the tranquility of the premises, gatherings are only allowed in the rented room(s);
- 2.16 The Renter must ensure that order is maintained inside the facilities through mutual respect and by fostering harmonious coexistence;
- 2.17 In instances where the building is protected by camera surveillance, such as the *Centre multisports André-Chagnon*, the City reserves the right to view the recordings for any infringements discovered;
- 2.18 Ensure that no discriminatory conduct occurs towards City employees of male or female gender;
- 2.19 Ensure that no illicit trade or business takes place, nor any exchange of money during fundraising events (casinos, lotteries, etc.);
- 2.20 Turn down the music at 10:00 p.m. at *Pavillon Normand-Desjardins*, *Pavillon de Bel-Air* and *Centre Jean-Marc-Ducharme* in order to respect the peace and quiet of neighbours.

ARTICLE 3 ACCESS

- 3.1 The rented spaces and equipment placed at the disposal of the Renter are accessible for the period of time specified in the booking confirmation;
- 3.2 The Renter must include the time required for setting up the room in his reservation request. If applicable, any supplier hired by the Renter must arrive during the course of the rental period. Failure to do so may result in the City reserving the right to refuse access to the rented premises, or requiring that the Renter pay the extra costs arising from the additional hours used;
- 3.3 The Renter must vacate the rented premises at the time indicated in the booking confirmation. Failure to do so may result not only in the billing of additional rental hours, but also in service charges to be paid by the Renter.

ARTICLE 4 CLEANLINESS OF RENTED PREMISES

- 4.1 The Renter must return the rented spaces to the state they were found in, ready to be cleaned. Costs related to regular housekeeping are included in the rental fee;
- 4.2 Before leaving the rented premises, the Renter must clean the tables and chairs that were used, as well as close the windows and lock the exterior door;
- 4.3 However, if the City considers that the rented premises were left in a state where regular housekeeping is not enough, service charges will be billed to the Renter.

ARTICLE 5 USE OF KITCHEN

- 5.1 Use of kitchen in rented premises:
 - 5.1.1 Before leaving the rented premises, the Renter must make sure to clean the kitchen and all other spaces used;
 - 5.1.2 Following use, appliances must be left clean and emptied of their contents;
 - 5.1.3 Any equipment requiring propane or butane gas is prohibited inside the building. Strictly electric cooktops are allowed;
 - 5.1.4 No frying is allowed. Electric stoves may only be used to heat foods;
 - 5.1.5 Following the activity, any trash must be placed in the garbage bins;
 - 5.1.6 No dishes, kitchen tools or bar equipment are supplied;
 - 5.1.7 The Renter must obtain the City's authorization for the outdoor use of any equipment running on propane gas;
 - 5.1.8 The Renter is responsible for ensuring these conditions are complied with.

ARTICLE 6 ACT RESPECTING LIQUOR PERMITS

In compliance with the Act respecting liquor permits, a reunion permit issued by the *Régie des alcools, des courses et des jeux* (RACJ) is mandatory to authorize the sale or serving of alcoholic beverages in public municipal spaces.

- 6.1 A private event with less than 200 people does not require a reunion permit. A private event is defined as a special or occasional activity where only members of a family, friends and people acquainted with the organizer are invited (e.g.: birthday celebration or wedding). A private event cannot be announced or open to the public. Information regarding the event is only shared with the people invited;

In cases where a reunion permit is not required to host an event, the Renter nevertheless has an obligation to obtain the City's authorization beforehand.

- 6.2 Failure to prevent and display the permit at the site of the event, or if an error appears on the permit relating to the place where the alcohol will be consumed or the date of the event, the Renter will be required to leave the alcoholic beverages outside the rented premises. In case of refusal, the City representative will immediately inform the municipal patrol and the *Sûreté du Québec*. The Renter will be exposed to the possibility of the rental agreement being terminated due to default.

ARTICLE 7 LIABILITIES AND DAMAGES

- 7.1 The Renter bears full responsibility arising from the use of public school or municipal spaces for the duration of the rental period and must take every precaution to prevent damages to persons or properties;
- 7.2 The City accepts no responsibility in the event of loss, breakage or theft of material belonging to the Renter or the Renter's guests;
- 7.3 In the case where the use of accessories or equipment is included in the rental of a space, the City is not responsible for any accidents that may occur related to the wrongful use, malfunction or hidden defect of the equipment and accessories supplied;

- 7.4 In case of loss, breakage or damages to city-owned equipment, the cost for replacement or repair will be charged to the Renter according to the market price or cost for repairing the equipment, plus administrative expenses, as established in the existing pricing regulation;
- 7.5 The City and its representatives accept no responsibility for the acts and behaviour of the individuals using the rented premises;

ARTICLE 8 TERMS OF PAYMENT

- 8.1 The signing of the present agreement and payment of the total fees for the rental must be done in the 10 days following the reservation request. If payment has not been made within 10 working days, the reservation will be cancelled. For long-term rentals, checks postdated to the first day of each month preceding the new rental period will be required.

ARTICLE 9 CANCELLING A RESERVATION

To cancel a reservation, the Renter must submit a request to the City via e-mail sent to the following address: locationsalles@ville.vaudreuil-dorion.qc.ca. A refund of the rental cost will be carried out in accordance with the terms of the contract:

- 9.1 Cancellation of a concession-based reservation for an organization accredited by the City:
- 9.1.1 The Renter must submit a request by e-mail at least 10 days prior to the rental date provided for in the contract;
 - 9.1.2 If the request is not made within the specified time, a cancellation fee of 10% of the rental rate normally charged to residents will be charged to the accredited organization;
 - 9.1.3 At any time, the City reserves the right to modify a concession-based reservation granted to an organization accredited by the City.

9.2 Cancellation of a reservation for regular clients:

9.2.1 The Renter must send a request by e-mail. Based on the date the request is received, a refund will be issued according to applicable cancellation penalties;

9.2.2 In the event the duration of the rental period was more than one day, the time limit will be calculated from the first day of the rental period provided for in the agreement.

9.3 Penalties applicable in case of cancellation:

9.3.1 31 days before the rental date: full refund;

9.3.2 Less than 31 days before the rental date, 50% of the rental cost for the facility rented;

9.3.3 Less than 14 days before the rental date, no refund will be issued.

9.4 Cancellation of a reservation in case of a force majeure event:

9.4.1 The City reserves the right to cancel a rental agreement, at any time and without notice, in any of the following situations: in case of a strike, a riot, an official order issued by any public authority, a force majeure event, emergency measures or any other cause beyond its control;

9.4.2 In such situations, the Renter will be refunded in total, but will not be entitled to any rights nor any claims for losses, damages, or charges of any kind.

9.5 Cancellation of a reservation by the City:

9.5.1 In the event a reservation is cancelled by the City, a notice will be sent to the Renter as quickly as possible and a refund for the total rental cost will be issued if the City is unable to relocate the activity to another one of its facilities;

9.5.2 In such a case, the Renter will not be entitled to any rights or claims for damages nor compensation for any loss, damages or charges of any kind.

ARTICLE 10 TERMINATION OF THE AGREEMENT FOR DEFAULT

- 10.1 In the event of a complaint, disorder or damages to City-owned property, movable and immovable, the City may unilaterally terminate the agreement and the Renter will not have the right to claim any refund. The Renter will be billed and will have to pay all charges related to the noncompliance with the agreement;
- 10.2 Failure to abide by the terms of the agreement, or any deliberate omission or false declaration on the part of the Renter at the time of signing the agreement or thereafter, may result in the immediate termination of the said rental agreement. In such a case, the Renter will not have the right to a refund, nor to any claims for losses, damages or charges of any kind;
- 10.3 Failure to comply with any condition stated in the City’s rental agreement may result in the cancellation of the Renter’s reservation, the termination of the present rental agreement and the payment of additional fees, in accordance with the provisions stipulated for this purpose.

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED THE PRESENT AGREEMENT

Vincent Bastien, Director of Recreation and Culture department, and this, pursuant to Resolution 23-01-0028 which approves the terms and conditions of the contract, and which remains unchanged

The «Renter»

By: _____
(please print your name)

Signature: _____