



RENTAL GUIDE for PUBLIC ROOMS



TABLE of CONTENTS

General information	3
Room location	5
Centre multisports André-Chagnon	6
Pavillon de Bel-Air	13
Pavillon Normand-Desjardins	15
Centre communautaire Jean-Marc-Ducharme	17
Opticentre St-Jean-Baptiste	21
Attachment: Rental agreement	24





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, ext. 2351

RECREATION AND CULTURE

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

loisirsculture@ville.vaudreuil-dorion.qc.ca
450 455-3371, ext. 2350

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. by completing the **form** available online. Only one entry per address. The rooms will be assigned by means of a draw. A 30% surcharge applies during the holiday season. 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.

Minimum reservation period: 2 weeks

This document is updated annually.



INSTRUCTIONS

Tenants wishing to make a reservation request must complete an online **form** available on the Ville de Vaudreuil-Dorion website. An office agent will process the request within 48 working hours (Monday to Friday). Before submitting your form, please verify the availability of the room either via mobile device or computer. It is also possible for everyone to check room availability.

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.

PAYMENT METHODS ACCEPTED

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

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.

If the tenant exceeds the rental period specified in the contract, the hourly rate will be increased by 50% for the time exceeding the agreed rental period (early arrival or late departure).

ROOM LOCATION



Centre multisports André-Chagnon | 3093, boul. de la Gare, 2nd floor
Centre communautaire Jean-Marc-Ducharme | 21, rue Louise-Joseph
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 1:00 a.m.

Notes

- Booking can be done 12 months before the date of the event.
- 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

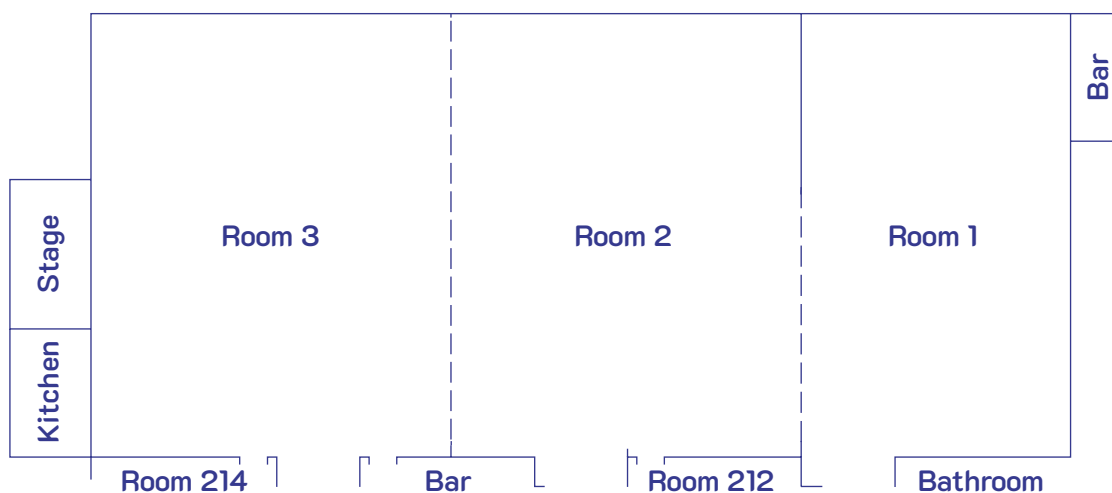
BASE RATE

- ▶ Non-residents
- ▶ Businesses

Meeting rooms 212 and 214	\$15/hour	\$30/hour
Room 1	\$40/hour	\$60/hour
Room 3 (access to the room 214)	\$45/hour	\$70/hour
Rooms 2 and 3 (access to rooms 212 and 214)	\$55/hour	\$90/hour
Rooms 1, 2 and 3 (access to rooms 212 and 214)	\$65/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.

No refund will be given if the tenant leaves the premises before the end of the rental period. If the renter exceeds the contracted rental period, the hourly rate is increased by 50% for the period of use of the premises exceeding the contracted rental period.



EQUIPMENT

- ▶ 38 round tables, each 5 feet in diameter (one table seats 8 people)
- ▶ 51 rectangular plastic tables measuring 6 feet
- ▶ 365 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

Meeting Rooms

212 and 214

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 214 (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 214 (page 8)
- ▶ Access to room 212 (page 8)
- ▶ Access to kitchen (page 12)

Rooms 1, 2 and 3

DIMENSIONS: 58 x 104 feet

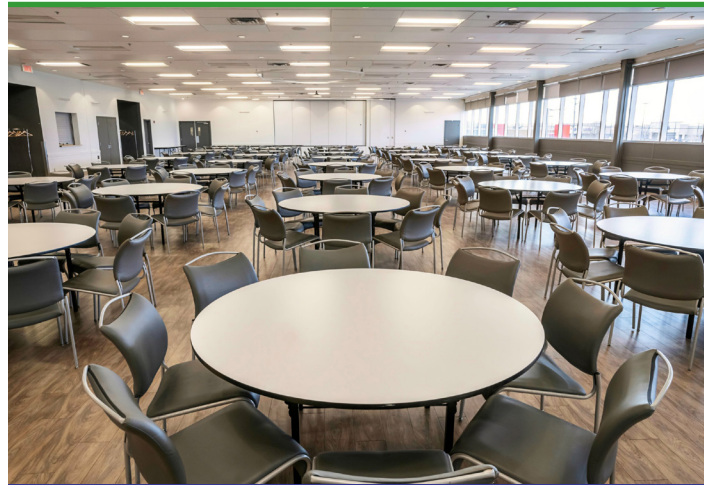
CEILING: 12 feet

CAPACITY: Up to 365 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

365 chairs



KITCHEN

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

Not included: dishes and tablecloths

- ▶ Access to bar in Room 1 (page 9) and bar in Room 2
- ▶ Access to room 214 (page 8)
- ▶ Access to room 212 (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 1:00 a.m.



Notes

- ▶ July 8: 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.
- ▶ There will be a 30% surcharge on all rates (regardless of the day of the week on which rental is required) on public holidays for social events.





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?

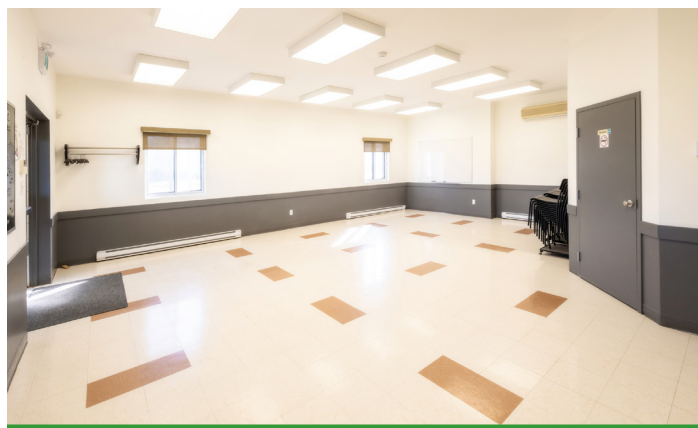
Residents of Vaudreuil-Dorion, organizations recognized by the City's *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires*, and Vaudreuil-Dorion condominium associations

Activities accepted

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

Rental period

10:00 a.m. to 1:00 a.m.



Notes

- ▶ July 8: Beginning of booking process for events taking place between mid-September and mid-May 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.
- ▶ There will be a 30% surcharge on all rates (regardless of the day of the week on which rental is required) on public holidays for social events.



KITCHEN

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



EQUIPMENT

- ▶ 11 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 communautaire Jean-Marc-Ducharme

21, rue Louise-Josephite
Vaudreuil-Dorion (Québec)
J7V 6L5

NOW 2 ROOMS
Room A: first floor
Room B: second floor

Who can rent?

Residents of Vaudreuil-Dorion, organizations recognized under the Politique de reconnaissance and support of cultural, sports and community and community organizations, and condominium corporations of Vaudreuil-Dorion

Activities accepted

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

Rental period

10:00 a.m. to 1:00 a.m.

Notes

- September 16, 2024: Beginning of booking process for events taking place between January 13 and August 31st, 2025.
- 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.

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	Yes (automatic door opening, elevator and adapted toilets)
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)
Wi-Fi connection	Yes

Room A

First floor

DIMENSIONS: 66 x 29 feet

CEILING: 8 feet 9 inches

RATE: \$40/hour

Minimum 4 hours rental

CAPACITY: 64 people

Photos for information purposes only: the renter must assemble and disassemble the equipment.



CONFIGURATION A - WITH DANCE FLOOR

3 buffet tables and 10 rectangular tables with 6 chairs (64 person capacity)



CONFIGURATION B - CLASS

9 rectangular tables, 27 chairs, 2 buffet tables



CONFIGURATION C - CONFERENCE

55 chairs

Room B

Second floor

DIMENSIONS: 38 x 68 feet

CEILING: 11 feet

RATE: \$45/hour

Minimum 4 hours rental

CAPACITY: 120 people

Photos for information purposes only: the renter must assemble and disassemble the equipment.



CONFIGURATION A - WITH DANCE FLOOR

5 buffet tables and 20 tables with 6 chairs per table
(120 person capacity)



CONFIGURATION B - WITHOUT DANCE FLOOR

4 buffet tables and 17 tables with 6 chairs per table
(capacity of 102 people)



CONFIGURATION C - REUNION

14 rectangular tables (42 chair capacity)



CONFIGURATION D - CONFERENCE

120 chairs

ROOM A



KITCHEN

- ▶ Stove with hood
- ▶ Door glass refrigerator
- ▶ 2 microwaves

Not included: crockery and tablecloths

BATHROOMS

- ▶ Women: 4 stalls and 1 changing table
- ▶ Men: 2 stalls and 2 urinals
- ▶ 1 universal toilet

CLOTHES

- ▶ 1 coat rack and hangers

EQUIPMENT

- ▶ 64 chairs
- ▶ 20 6-leg plastic tables
- ▶ 14 coffee tables

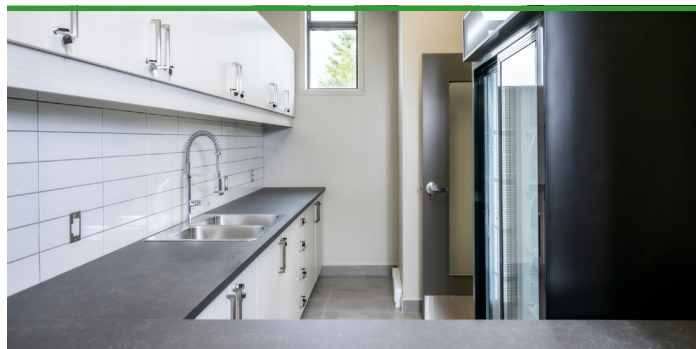
ROOM B



KITCHEN

- ▶ Stove with hood
- ▶ Refrigerator with two glass doors
- ▶ 2 microwaves

Not included: crockery and tablecloths



BAR

- ▶ Sink and countertop
- ▶ Refrigerator with two glass doors



BATHROOMS

- ▶ Women: 5 stalls and 1 universal toilet, 1 changing table
- ▶ Men: 2 stalls, one of which is universally accessible

EQUIPMENT

- ▶ 120 chairs
- ▶ 25 6-foot tables

- ▶ Rooms 1 and 2: projector available for Vaudreuil-Dorion organizations and condominium corporations only.

Opticentre St-Jean-Baptiste

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

RATE: Resident: \$55/hour
Non-residents and private companies: \$100/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

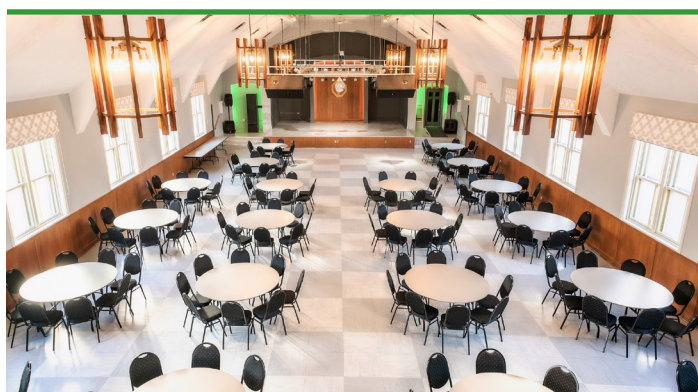
10:00 a.m. to 2:00 a.m.

Notes

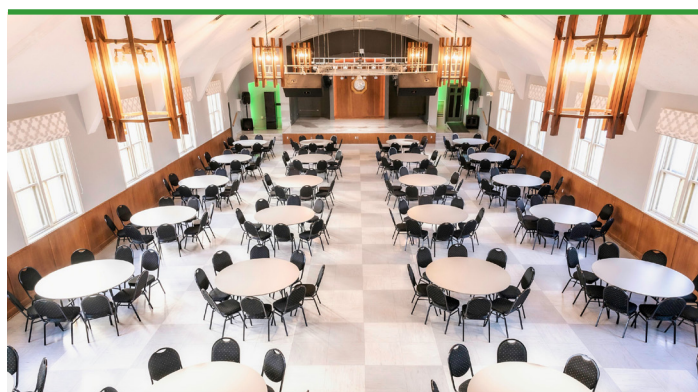
- Online reservations and access to calendar will be available as of July 8 for this room
- July 8: Beginning of booking process for events taking place between September 1st and August 31st of the following year for residents, Vaudreuil-Dorion businesses and condominium associations.
- When making the 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 23).
- No refund is given if the tenant leaves the premises before the end of the rental period. If the renter exceeds the contracted rental period, the hourly rate is increased by 50% for the period of use of the premises exceeding the contracted rental period.



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	Yes



**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
- ▶ 14 rectangular tables measuring 6 x 2.5 feet
- ▶ 10 square tables measuring 2.5 x 2.5 feet
- ▶ 240 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 (including a microphone or micro-headset)	\$35 (no CD player, iPod may be connected)
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 2000, rue Émile-Bouchard (Québec) J7V 1A5, 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, 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 specified in the booking confirmation. Failure to do so will result in additional charges at an increased hourly rate of 50% for the time exceeding the agreed rental period (early arrival or late departure).

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 and store them when required in the designated place, empty the garbage cans, close the windows and lights, 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, as established in the existing pricing regulation.

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, bank transfers or 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 complete the *Modification ou annulation-Réservation de salle* form available on the City of Vaudreuil-Dorion website. 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 complete the online *Modification ou annulation - Réservation de salle form*, specifying the relevant room and the date of the reservation to be canceled;
 - 9.1.2 A compensatory fee of \$50 for a community hall or school gymnasium reservation cancelled without 24 hours' notice will apply only to organizations recognized under the *Politique de reconnaissance et de soutien des organismes culturels, sportifs et communautaires* benefiting from free rental;
 - 9.1.3 In the event of failure to give notice of cancellation and failure to show up at the on the premises, the Town will invoice the organization as stipulated in the current in force. The City must be informed prior to the supervisor's the supervisor on site;
 - 9.1.4 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 complete the *Modification ou annulation-Réservation de salle* form. 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: _____