

JOHNSON HALL – FACILITY RENTAL FORM

Located on the fifth floor of the Waterfront Centre, the event hall is approximately 60' x 52' in size. The Hall overlooks beautiful Lake Winnipeg and Gimli's urban center and harbour area.

Part Day Rental Fee - **\$400.00 (5 hours and less)**

Full Day Rental Fee - **\$650.00 (more than 5 hours)**

Wedding Rates:

Full day rental - **\$1000.00 (+ \$500.00 deposit*)**

Full day rental with access to the Hall the day before the event - **\$1250.00 (+ \$500.00 deposit*)**

**Refundable Deposit – less \$200 for cleaning, less \$250 for next day access to the Hall.*

HALL INFORMATION / TERMS and CONDITIONS

- Maximum Capacity is 150 people based on Reception Style Setup
- Meeting and banquet style setups can be arranged to accommodate your specific needs (i.e., Classroom, Theatre, Board Room, U-shape, Hollow Square, etc.)
- Hall rental fees include hall cleaning, setup and takedown of tables and chairs
- Use of the Hall kitchen is exclusive to the caterer - Mad Dash Catering
Phone: 204-641-4379, email: mandibergman@msn.com
- Facility users are responsible for cleanup and removal of decorations and personal items at the end of the function – please arrange with building manager
- NO helium balloons, loose confetti/glitter or bubbles permitted in the Hall
- NO applying tape or any adhesives to windows /walls
- NO moving piano or couch sets
- NO outside chair rentals are permitted
- Bar closes at 12:30 a.m. and the Hall must be vacated by 1:00 a.m.
- NO loitering in the building entrance or parking lot after events. The Waterfront Centre is also senior's residence – guests of the Hall are not to enter the residential areas and are asked to keep respectful noise levels when vacating the building
- Provide bartender with liquor permit prior to opening the bar *for permit bars only
- A deposit of 100% of the rental fee is required to secure an event booking. The deposit is non-refundable if cancellation takes place within 120 days of the scheduled event or if the event is from June 1 – September 30. A partial refund (50%) may be approved if cancellation is beyond 120 days of the scheduled event.
- Rental and Menu prices are subject to change without notice.

AUDIO / VISUAL EQUIPMENT RENTAL

Audio and/or Large Screen / Projector - **\$50.00 per day**

The Waterfront Centre will supply the screen, projector, sound system, common cables/adaptors, mic and podium upon request.

**Guests are responsible to bring their own laptop and/or devices and any special adaptors*

JOHNSON HALL RENTAL AGREEMENT

This Agreement is made the _____ day of _____, 20_____,
between the:

Waterfront Centre / Johnson Hall
(Betel Heritage Foundation Inc.)

-and-

The Lessee:

(Print Name - Person responsible for renting Johnson Hall)

Business/Organization: _____

Phone Number: _____ **Fax Number:** _____

Cell Number: _____ **Email:** _____

Mailing Address: _____

**It is the Waterfront Centre policy to only accept event information / requests from ONE Event Coordinator / Contact Person to prevent errors in communication*

Event Date: _____ **Purpose/Event:** _____

Rental Fee: \$ _____ **(additional costs will be invoiced after the event)**

Deposit and Agreement Received on _____ **in amount of \$** _____

Additional Information:

Catering Required: _____ Bar Service Required: _____ Bar Type: _____

Rental Time (Set-up to Departure): _____ Bar Opens: _____

of Guests: _____ (initial estimate) **Final # of Guests** _____ **(for invoicing)**

Both parties have entered into this Agreement on the date written above and fully agree to and understand the rental terms and conditions as stated on page 1 of the Facility Rental Form.

Lessee's Signature

Tristin Tergesen, Manager
Waterfront Centre

Lessee's Name (print)