HOST IT HERE!

Rental Contract #: 2019-281
Event Name: 2022 Canadian Urban Forest Conference
Access Time: (setup/takedown) October 16, 2024
Event Date: October 17, 2024
Event Time: 6:00 PM – 10:00 PM
Rental Location: Alloway Hall & Museum Galleries

1) I, **Ken Nawolsky**, representing **2024 Canadian Urban Forest Conference** agree to:

a. Rental of Alloway Hall
   i. Access for setup October 16, 2024 from 10 AM – 4 PM
   ii. Event date, October 17, 2024, access from 4 PM – 11 PM; event time 6 PM – 10 PM
   iii. Set up/ take down 50 round tables; 500 chairs
b. Rental of Museum Galleries for pre-dinner cocktail reception, including 10 cocktail tables with black spandex covers; setup/takedown
c. Bar/food tables provided for catering requirement
d. Stage, podium & microphone – all other audio-visual requirements to be outsourced
e. Museum Gallery Staff (1) (Interpretation, access to the Nonsuch)
f. Event Attendants (1) (works with catering/client on all event logistics)
g. Security Staff (2)
h. Permit Manitoba Museum staff to photograph your event, if desired, for use on social media and promotional materials
i. Provide confirmation of preferred caterer from our list
j. Provided a 50% deposit $3383.13 with the 2022 contract. Revised quote #170609 at a rate of $8874.25
k. Final billing to be invoiced following the event

2) If event, goes past contracted time, additional fees of $150/hour are in effect, to cover additional staff/security costs.

3) To pay in full to The Manitoba Museum all fees and charges for the use of equipment and services (and additional security, cleaning expenses and damages to rental items, if necessary) within thirty (30) days of the date of use. Interest will be charged on overdue accounts at a rate of 1.5% per month.

4) That The Manitoba Museum shall assume no responsibility for injury to persons using the said facilities or for loss of personal belongings. The applicant further agrees, as part of the consideration for being permitted to use the said facilities, that The Manitoba Museum shall be free of any and all liability or claim arising out of or in any way connected with the use by the applicant of the said facilities. The applicant further agrees to indemnity and keep indemnified The Manitoba Museum from and against any and all claims, actions or proceedings from loss, injury, damage or compensation by any person, firm or corporation caused by reason of or in any way attributable to the applicant's use of said facilities, unless such damages are caused by the negligence or intentional misconduct of the Manitoba Museum or its employees.

Signature K Nawolsky **Date** July 27, 2020

Mailing/Billing Address: 7539 Waverley St
Insect Control Winnipeg MB
R3T 4V7

On behalf of the Manitoba Museum: **Date**: July 15, 2020

Signature Liette Robert

Return signed contract with deposit to:
Liette Robert
Manager, Sales & Events
Manitoba Museum
190 Rupert Avenue
Winnipeg, MB R3B 0N2

Finance Office Use:

Deposit Date: November 13, 2019

Method of Payment: MC

Deposit Amount: $3383.13

Receipt #: #11-2889

Facilities Rental Agreement

1. Use of The Manitoba Museum's facilities will be granted based on availability.

2. Members will receive a 10% discount on venue bookings.

3. Non-member organizations booking 3 or more consecutive days will receive a 10% discount on the venue for the rental.

4. A deposit of 50% of the total bill is required to guarantee any booking. In the event of cancellation by the client, deposits are non-refundable unless the date can be re-booked for a similar function, within a 6 month period, based on availability. The final invoice is payable in full upon receipt.

5. Confirm Preferred Caterer, from list provided. If wanting to select a caterer not on the pre-approved list, approval must be received from Sales Manager prior to booking said caterer.

6. Service of alcoholic beverages will be governed by Manitoba Liquor, Gaming and Cannabis Association Regulations.

7. No food or beverages may be taken into restricted areas of The Manitoba Museum without prior approval from the Sales & Events Manager (i.e. galleries, auditorium) or removed from the building.

8. The Manitoba Museum does not allow helium balloons, piñatas, confetti, rice, paper flakes, glitter/sprinkles, or flower petals in any of the venues. Only flameless candles are permitted in Museum Galleries. Flowers are not permitted in the Museum Galleries. No tape/glue to be used on walls.

9. Facility rental fees do not include items such as tables, chairs or audio/visual equipment etc., unless otherwise indicated on the quote. These items can be arranged for prior to the event. Items/services requested by the client, not identified in the original agreement, must be requested at minimum 5 days prior to the event. If requested less than 5 days before the event the client will be subject to regular rental fees/rates plus a 20% surcharge. If The Manitoba Museum rents from an outside source, there is an additional 10% service charge over and above the rental fee.

10. The Manitoba Museum assumes no responsibility for personal property or equipment brought onto the premises and personal effects must be removed from The Manitoba Museum immediately following the function.

11. The Manitoba Museum will not provide storage for any equipment, props or supplies used by rental groups. Property left for more than 30 days may be disposed of by The Manitoba Museum, unless prior arrangements have been made in writing upon the signing of the contract.

12. The Manitoba Museum maintains a no smoking policy in all areas of the building.

13. The sale and/or display of merchandise, goods or exhibits by a group is strictly prohibited, unless previously authorized by the Sales & Events Manager.

14. It is the responsibility of the group to leave the rental space(s) in good order. The Manitoba Museum reserves the right to charge the rental group for additional cleaning and/or damage if required.

15. Renters advertising or promoting their events at the Manitoba Museum must list their own contact information. All promotional materials using our logo, or otherwise referencing the Manitoba Museum, must be reviewed by Marketing Department for approval before being produced or put into market.

16. Posters, decorations and other materials may be displayed at the discretion of the Sales & Events Manager.

17. The rental group will be responsible for any damage to or theft of Museum property resulting from their event.

18. The rental group will refrain from representing itself, explicitly or implicitly, as acting in any way on behalf of The Manitoba Museum unless a co-sponsorship on the event is clearly established.

19. Attendance capacities of the facilities as outlined in the rental agreement must be adhered to.