



Manuels River Natural Heritage Society
7 Conception Bay Highway
Conception Bay South,
Newfoundland and Labrador (NL) A1W 3A2
(709) 834-2099 ext. 205

Manuels River Facility Rental Terms and Conditions

Effective June 1, 2017

Section 1 - Overview of Services

Manuels River (MR) offers event rentals within our facility for the purpose of generating additional operating funds. These funds are used to support the ongoing operations of MR as a science interpretation centre and natural history attraction for all residents and visitors to the Conception Bay South area. Rentals are available both during regular business hours and evenings.

Section 2 - Points of Contact

Rental inquiries:	Sarah Au Events Manager sarah.au@manuelsriver.com	Any other matters:	Michael Mooney Executive Director michael.mooney@manuelsriver.com
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Section 3 - Inquiries and Viewings

- Please review all provided information before requesting a viewing of the facility.
- All viewings require an appointment. Appointments can be arranged Monday-Friday between the hours of 9:30am – 5:00pm.
- Potential clients should provide suggested dates and approximate number of guests with each inquiry.
- Please direct all inquiries to the Points of Contact listed above.

Section 4 - Booking Our Facility

- A tentative booking can be made for an available date, providing the client has submitted a Rental Request Form. Clients holding a tentative booking will be offered first right of refusal in the event of additional inquiries.
- Should there be interest from another party in a date and time that has been tentatively booked, the client will be contacted and allowed three business days to confirm the booking. A booking is confirmed by paying the required **deposit**.

Section 5 - Booking Confirmation

- **For peak season** – June, July, August, September and December
 - A deposit of 100% of the basic room rental fee is required.
- **For all other dates**
 - A deposit of 50% of the basic room rental fee is required.
- MR can waive the deposit or accept purchase order numbers on an exception basis.
- A deposit receipt is provided, and the deposit will be reflected on the final invoice.
- **Walk through:**
 - A walk-through with the Events Manager or a representative of MR should take place prior to the event.
 - If a walk through does not take place, then appropriate details should still be agreed upon prior to the event.
 - All arrangements for the event, including set-up, floor plans, delivery schedule and technical needs will be agreed upon a minimum of one week before the date of the event.

Section 6: Cancellation Policy

- If a booking is cancelled one year or more in advance of the event date, a full refund of the deposit will be issued.
- If a booking is cancelled less than one year in advance of the event date, no refund of the room rental will be issued.

Section 7: Discounted Rates

- A 10% discount is applied to the basic room rental fee for Non-Profits, MR Members, and MR Corporate Sponsors.
- Volume Discount: 20% off when a room is rented for 5 or more slots in one booking
Note: Maximum discount is 20%. (E.g. if a non-profit takes advantage of the volume discount, the total discount will be 20%, not 30%)

Section 8: Final Invoice

- The remainder of the rental fee and additional service add-ons is due **2 weeks prior** to your event date,
- Any costs incurred during the event, is due **within 30 days** of the invoice date which will be issued within two weeks after the event.
- Any accounts in arrears after 30 days will be subject to a 2% interest charge, per month, in addition to the original balance.

Section 9: Seating Options:

Theatre Seating: Chairs in rows with middle and side aisles.

Workshop Seating: 6- foot rectangle tables, 2-4 chairs a table

Formal Seating: 5- foot round tables, 6-8 chairs a table

Stand-Up Function: Up to three 5-foot round tables or 4 6-foot rectangle tables and a total of 24 chairs

Boardroom Seating: One or more 6-foot rectangle tables to form a large enclosed table with seating around the outside.

U-shaped Seating: Three or more 6-foot rectangle tables arranged on a U pattern, seating can be on the inside and/or outside.

Section 10: Venues, Capacities, Times and Cost

	Reception Hall	Reception Hall A	Reception Hall B	Discovery Room	Theatre	Discovery Room & Theatre
Weddings						
	\$975	\$625	\$425	\$475		
Conferences, Conventions, Meetings, Parties						
8 hours	\$660	\$385	\$275	\$330	\$330	\$550
4 hours	\$440	\$250	\$165	\$220	\$220	\$360
2 hours	\$220	\$140	\$85	\$110	\$110	\$165

All prices are subject to harmonized sales tax (HST) unless otherwise stated.

Pending availability, the Reception Hall, Exhibits, Theatre and Discovery Room can be booked and closed to the public during the off season (October - November, January - March) for a rental fee of \$1800.

Room	Theatre Seating	Workshop Seating	Formal Seating	Stand-Up Function
Reception Hall - Full	180		140	225
Reception Hall – section A (includes window)	60	40	70	100
Reception Hall – section B (no window)	60	30	50	100
Theatre	52			
Extended Theatre	125			125
Discovery Room	80	50	70	100

Section 11 - Availability of Rental Space and Extensions

- Evening rentals are **suggested to begin no earlier than 6:00pm** to allow for proper set up after MR closes to the public at 5:00pm. Earlier start times are permitted on an exception basis.
- Rentals that run until 1am have last call for bar service at 12:30am. Extending a rental from 1am to 2am with a last call for bar service at 1:30am carries an additional charge of \$100.
- **Rental time will not extend beyond 2am under any circumstance.**
- Extending a two hour rental past 11pm carries an additional charge of \$50 per hour. This decision must be made at least 2 days prior to the event by informing the MR Events Manager.

Section 12 - Exhibits and Admission

- Exhibit admission is not included in the rental price however a package can be offered with an event booking.
- Food and beverages are not permitted in the exhibits during any event.

Section 13 - Wedding Rehearsals

- MR will do its best to accommodate complimentary wedding rehearsals during regular daytime business hours, but dates and times cannot be guaranteed. Paid bookings will take precedence. If a date and time for a rehearsal is submitted, it will be added to the rental schedule and the client will be contacted if rescheduling is needed.
- A rehearsal time outside of our regular daytime business hours will carry a fee of \$50 for up to two hours occupancy.

Section 14 - Equipment

- All the equipment obtained from MR will be set up and taken down by MR staff.
- If the requested equipment is not mentioned within this document then it is not available.
- **Equipment included with the rental fee that can be requested:**
 - 6 foot rectangle tables
 - 5 foot round tables that fit 6-8 chairs
 - 175 identical chairs
 - Lighting with multiple settings
 - Extension Cords/Power Bars (not guaranteed)
 - Carts and Ladders (not guaranteed)
 - Podium
 - Microphones (not guaranteed)
 - Coat Check (unattended)
 - Laser Point / Slide Changer (not guaranteed)
 - Easels
 - WiFi service (not guaranteed)
- **Equipment and services that may be requested for an additional fee:**
 - Portable stage, two sections available 6ft by 8ft, \$50 each
 - Projector and Screen (only as a set) \$80
 - Digital MondoPad SmartBoard system \$120
 - Flipchart or Whiteboard and accessories \$25
 - Extra black pipe and drape \$15/section
 - White Pipe and Drape \$30/section
 - Table Linens (90" round – white) \$7 each
- **Equipment that is not supplied by MR:**
 - Computers
 - Adapters for Apple or other distinctive products
 - Any live band equipment such as amps, cables, mixers, PA, instrument microphones
- **Please note:** MR supplies the proper cords and accessories for all of its own equipment. If cords are removed from the facility by the client or guest of the client, a replacement charge will be applied to the final invoice.

Section 15 - Bar Service

- MR is the holder of the liquor license for the bar located in the Reception Hall and retains the exclusive right and responsibility to serve and control alcohol throughout the facility and to keep any profit generated from the sale of alcohol.
- **Absolutely no alcoholic beverages may be brought onto the premises from outside sources.**
- Corking fees are not permitted under any circumstance.
- All food & beverage charges are subject to 15% gratuity and to 15% HST. This applies to the purchase of drink tickets for events, or wines purchased as complimentary for the bar. Gratuity will be charged on the price of the ticket.
- Bar prices are as indicated on our bar menu (which can be provided). No exceptions can be made. Prices are subject to change without notice.
- Products not included on the bar menu can be supplied on request. This usually includes less expensive wines for dinner service. MR recommends that the client check the Newfoundland Liquor Corp product offerings. A standard 100% markup will be applied.
- We reserve the right to confiscate external alcohol brought onto the premises, and refuse entry to anyone who may attempt to bring external alcohol onto the premises.
- We reserve the right to close the bar if external alcohol is brought onto the premises or if patrons become unruly and to refuse alcoholic services to intoxicated or underage persons.
- **Car Bars are strictly prohibited, and will not be tolerated.**

Section 16 - Catering Services

- Food and drink are confined to the rooms booked by the client unless otherwise discussed prior to the event.
- Our approved anytime caterer is **Coffee Matters** (www.coffeematters.ca), (709) 697-4186, events@coffeematters.ca
- We also have three additional approved evening caterers, other than Coffee Matters:

Red Oak Catering	A Taste of Class Catering	Fireside Catering
(709) 368-6808	(709) 753-2997 ext.15	(709) 746-0832
info@redoakcatering.ca	cortney@bellavista.ca	firesidecatering@nl.rogers.com
www.redoakcatering.ca	www.atasteofclass.ca	www.firesidecatering.ca
- **Only the four licensed caterers listed above may provide food service within our facility.** It is the responsibility of the customer to make their own arrangements for catering with the contacts listed above.

Section 17 - Deliveries and Storage

- MR has limited storage space, and there is no guarantee that space will be available before the booking for deliveries and storage. Deliveries and storage must be confirmed with the Events Manager.
- MR will not provide labour to facilitate deliveries. Clients must make their own arrangements.
- All deliveries must come off a delivery vehicle without the use of a forklift.
- Carts can be provided if available. MR does not possess a pallet jack/pump lift.
- Deliveries must be on time. If delay is unavoidable then MR should be informed as soon as possible.
- Deliveries should be clearly labeled as several events could take place on the same day.
- MR is not responsible for the actual delivery or the items once they have been delivered.
- MR is not responsible for pickups once the event is completed.

Section 18 - Event Set Up and Decorating

- Set up for events can be done during regular business hours, no earlier than the day before the event providing the room is available.
- Set up outside of regular business or rental hours is subject to additional rental charges of \$50 for three hours occupancy.

Decorators

- MR does not deal with any decorators exclusively.
- Decorating without a professional decorator is not recommended due to the time constraints explained below.
- **Every effort will be made to accommodate the needs of decorators but nothing is guaranteed due to regular visitors and day events.**
- MR is not responsible for any decorators' equipment or supplies.
- Confetti is not permitted inside or outside the building.
- Candles must be contained. Candles are not permitted in the washrooms.
- Real flowers are allowed.
- Nothing can be affixed in any manner to the walls, floors, ceilings or stair railings unless otherwise indicated.
- All decorations must be **taken down by the decorator** or someone assigned **by the client** immediately following the event unless otherwise indicated. Failure to remove decorations and supplies from the building after the event will result in an extra labour charge of \$100.

Section 19 - Entertainment Services

- MR does not deal exclusively with any DJs or musicians.
- DJs and musicians are responsible for their own equipment and supplies. MR will provide tables and chairs as needed.
- MR sound system is not available for use with live music or the dance portion of a reception. Musicians must supply their own amplifiers and speakers.
- **Major setup for all events must take place after MR closes to the public at 5pm.**
- Minimal set up can take place before 5pm on an exception basis.
- Minimal set up during opening hours includes unloading and running cords no earlier than 4pm.
- Sound check can take place no earlier than 5pm.
- MR reserves the right to place DJs and musicians where they deem appropriate according to the food and beverage requirements.
- SOCAN and Re:Sound fees apply whether the sound system is used or not. These fees are required and will be applied to the invoice whenever music is used within our venue, whether pre-recorded or live. As per the Copyright Board of Canada we are obligated to collect performance rights licence fees whenever music is played at a function.

Room Capacity	Without Dancing	With Dancing
1-100	\$30	\$60
101-300	\$45	\$90

Section 20 - Group Pictures and Photo Shoots

- Photographers must sign in at the admissions desk before bringing their equipment or clients into the building.
- During event rentals, photo shoots can be arranged anywhere in the building without disrupting other clients.
- Photo shoots without admission or rental can be arranged for a fee of \$50 plus taxes. These shoots span up to 3 hours maximum and must start and end during regular operational hours. Pictures can be taken anywhere in the building while not disrupting any other rental or activity.
- Clients can have access to the exhibits for pictures by paying admission.
- No furniture can be removed from any room or the café. Any furniture that is shifted for the photo shoot needs to be returned to its original place.

Section 21 - MR Staff Requirements

- Generally one MR staff member per 50 guests will be scheduled for each evening event.
- Clients are not responsible for providing security for the building.
- Clients are responsible for providing security for their own equipment and guests if they deem it necessary.
- MR staff can provide basic audio visual assistance for MR equipment.

Section 22 - General Event Rules and Regulations

- The client will hold MR harmless from any and all claims arising from the content of its event, presentation, the action of its employees and representatives within or outside the premises of MR, however caused.
- MR is not held responsible for injury in the use of our facility or equipment.
- The convener of the event will be held liable for the cost of repairs to the property resulting from damages incurred as a result of the event.
- MR is not responsible for items left on our property.
- The areas rented must be left in the condition in which they were received. MR reserves the right to charge the client a cleanup fee if the facility and equipment are not left reasonably clean or orderly.
- The entire building is non-smoking and MR requests and will enforce strict observation of this regulation. Smoking is allowed **only** in the designated areas outside the building where proper receptacles are provided. It is the client's responsibility to inform guests of this policy.
- All exits and exit signs must be kept clear of obstructions to comply with fire regulations.
- MR is fully wheelchair accessible with handicap parking and elevator.
- Absolutely **NO fireworks, sparklers, or Chinese/wish lanterns** are allowed anywhere on MR property.