Booking Policies

Please submit a booking request or contact 245 McDermot through email, phone or by visiting the space in person for a tour.

Hours of Operation

Monday to Friday 9am - 5pm. There may be an additional $25 staffing fee for bookings outside of our regular hours or on weekends

Restrictions

Please note that all bookings have a three hour minimum and an eight hour daily maximum. We require 24 hours notice to accommodate any smudging or pipe ceremonies.

Rental Policies

1. Reserving 245 McDermot meeting rooms does not include use of the entire 245 McDermot space. 245 McDermot is home to many tenants so please be conscious of noise when using the meeting rooms.

2. ACI reserves the right to inspect and control all functions being held on the premises. It also reserves the right to refuse any booking that it considers inconsistent with the purpose of the 245 McDermot.

3. ACI is not responsible for lost or stolen items.

4. Alcoholic beverages may not be served on 245 McDermot premises without coordination with ACI staff and the acquisition of a Manitoba Liquor Commission permit.

5. Smoking is not permitted anywhere on 245 McDermot premises.

6. Users of the meeting rooms are responsible for configuring the room to suit their needs unless otherwise agreed to. Moving of tables, chairs, etc. must be done without damaging walls or floors.

7. It is the responsibility of the renter to leave the room(s) in the same condition in which they were found.

8. Users agree to pay for any damages caused to 245 McDermot, its equipment or surrounding property as a result of the meeting or event.

9. 3rd party liability insurance is required for any film/video production

Thank you kindly,

The Facility Manager of 245 McDermot
245McDermot@creativemanitoba.ca
Cancellation Policy

Renters may cancel up to one week before the booking to receive a full refund. No refunds will be issued to renters who cancel within one week of their booking start date. No refunds will be issued for renters who do not show up for their booking.

ACI reserves the right to cancel confirmed bookings due to weather, natural disasters or conflict with ACI activity. A full refund will be issued in such circumstances.