Terms and Conditions:

1. A Rental Agreement form must be completed and signed, and a 50% deposit paid, prior to any booking confirmation. If your event is licensed, a credit card number in event of damages are required prior to the event.

2. The building will be subject to an inspection by the Administrator and/or Caretaker prior to, during and following each event. The building will also be subject to the inspection by the police or inspectors of the Liquor Control Commission at any and all times. The lessee accepts the responsibility for any unnecessary damage, defacement of walls and/or any missing articles and agrees to pay for such damages or replacement.

3. Set up: Set up of the facility for each event is to be discussed and reviewed with the Administrator. An event set up form will be completed. Any changes to the set up must be discussed with the Administrator who will then direct appropriate staff to make the changes.

3. Decorating: NO TACKS, STAPLES, SCREWS, NAILS OR TAPE MAY BE USED ON ANY WALLS/WINDOW FRAMES OR CEILING. Sticky-tak or painter’s tape is allowed for adhering decorations to walls. Battery operated candles may be used. NO OPEN FLAMES.

4. Where things are located: At the time you receive your keyfob, the Administrator will take you on a walk through of the facility and identify where you can locate lights, fans, PA System, Alarm Panel, etc. Listed below are a few reminders:

   Keyfob: A keyfob for the front door and/or other rental spaces will be provided prior to your event. A review of the system will be provided.

   Lights: Lobby and stairway lights are to the left of the inside front door as you enter the building. The auditorium sidelights are located on either side of the double doors to the auditorium. There are several pot and stage lights that are accessed from the stage. Upon request, the Administrator will show you how to work these lights. The Disco Ball is also accessed from the stage. Again, please advise the Administrator if you would like to access this.

   Lights for the Watson Room are located on the right of the door when you enter. The Ballet room has both ceiling and spot lights which are accessed by the switches located on the north wall of the ballet room (by the rear doorway). For the Old Fire Hall, there is a light switch for the lower level is located below the railing to the upper level (just underneath the alarm system panel). Lights for the upper level are located on the west wall to the left of the upper level door.

   PA System: If you have requested use of the PA system, we will have it set up and ready for you to use. The administrator will arrange a quick review of the system, however we do require that someone qualified operate the sound system at your event/function.

   Fans: The auditorium is not air conditioned. There are exhaust fans located with 2 switches above the panel boxes on stage right. There are 2 speeds. We also recommend opening the fire escape door to bring in air. The ceiling fans in the auditorium have 2 circular switches located to the left of the panel boxes, stage right.

   Kitchen: The kitchen is stocked 2 full stoves, a double door cooler, microwave, dishes, cutlery, serving platters, cream and sugar, salt & pepper, coffee urns, etc. If you have booked the kitchen you have full access to the kitchen and cupboards will be unlocked. You are free to select your own caterer. Anything used must be cleaned at the end of the evening. Dish towels, cloths and soap are provided in the drawer to the right of the sink.
5. Bar: Any liquor brought into, served and consumed shall be in accordance with the amounts and conditions of the Entertainment Facility License issued by the Liquor and Gaming Authority of Manitoba. **No liquor, other than is permitted by the license is allowed into the facility.**

The Bar will be run by the Dauphin and District Allied Arts Council staff under the Entertainment Facility License, the lessee will be charged a Bar fee as listed on the rental agreement.

Drunkenness or disorderly conduct is not allowed. Minors (under age 18) are not allowed to possess, consume, or handle liquor. The lessee is deemed responsible if a guest causes damage to the area. All events where alcohol is to be consumed require **licensed security provided by DDAAC.** The lessee and security are to ensure that individuals are not in areas that they are not permitted. i.e. the roof over the Fire hall area and spaces not included in the rental.

6. The rental space used must be cleared of personal items and belongings (you must take out everything you brought in) the evening of the function except when rental arrangements of the facility have been made for the following morning/day. Should alcohol be spilled on the floor, we would appreciate that you wipe it up. A bucket and mop have been provided in the kitchen. All garbage is to be picked up from the space as well as the outside area if affected. Garbage containers are provided. Recycling containers have been provided and we would request that you please make use of these to reduce the amount of waste. It is not necessary to stack chairs, tables before leaving, nor do you have to sweep or mop the floor.

7. If the Lessee receives a keyfob to the building, they accept full responsibility for it and for returning it when the function is over. If the keyfob is not returned within 2 working days after the event, the lessee will be expected to pay for a replacement. As holder of the keyfob, you are responsible for the building and as such may be charged for items that are damaged or stolen. It is up to you to ensure that your caterer (when applicable) has access to the building.

At the end of the event, please check that all doors are closed and locked including the fire escape, handicap entrance and front door. All lights should be turned off on leaving (except the front porch light).

8. Any violation of these regulations and conditions, or with the regulations of the Liquor Permit can result in immediate vacating of the Building, without refund to the lessee, as well as a possible fine and charges for any damages.

9. The Watson Art Centre is a **non smoking facility** and lessees are expected to ensure that guests do not smoke in the building. Ashtrays are provided outside the exits for those who need them.

10. Cancellations must be provided in writing no less than thirty (30) days prior to the booking to avoid charges. Lessee is responsible for fifty percent (50%) of costs for cancellations less than fifteen (15) days prior to the booking. Lessee is responsible for full costs for cancellations less than seven (7) days prior to the booking. This policy does not apply to cancellations due to weather.

11. Please note that the Dauphin & District Allied Arts Council is not responsible for acts beyond our control including but not limited to power failure, acts of nature, sewer/water problems or other unforeseeable issues.