

GENERAL TERMS AND CONDITIONS

1. If the rental is more than 30 days away, 25% of the amount is required to sign the contract. If the rental is less than 30 days away, 100% of the amount is required.
2. The rental fees are stipulated in the Bylaw on rates adopted by Borough Council.
3. In case of cancellation 30 days or more before the event, the rental fees will be refunded, except for the 25% deposit, which is non-refundable. For any cancellations less than 30 days before the event, no refunds will be provided. Amounts of money already paid are non-transferable. The renter must notify the City in writing of any cancellation.
4. Payment of the rental fees may be made in cash, by debit card, Visa or MasterCard credit card or by cheque, payable to Ville de Montréal.
5. The balance of the rental fees must be paid no later than 30 days before the rental date. Failure to pay the balance owing within this time limit may result in cancellation of the rental.
6. The Borough reserves the right to refuse or cancel the rental of any hall for any reason it may consider valid. If there is a complaint or any disorderly conduct, it may terminate the contract without any delay, notice or compensation.
7. In addition to the hourly rate, the renter will have to pay, for each event, the royalties allowing the performance of one or all of the works for which **SOCAN** is authorized to grant a licence. The renter will also have to **obtain a liquor licence** at the Palais de justice de Montréal, if liquor is desired.
8. It is strictly prohibited to smoke in the building.
9. The renter alone will look after setting up, preparing, decorating and dismantling the rented premises, including the patios, if applicable. Set-up and dismantling must be done during the rental period. No materials or equipment may remain on the rented premises after the rental period. The City may not be held responsible for any damage caused to property left behind after the rental period, and may, at its sole discretion, dispose of it at the renter's expense.
10. The renter must not make any alterations to the rented premises nor make use of any material that could adversely affect the cleanliness or safety of the premises and the building and, in particular, must not use candles (except tea lights), confetti, paint or artificial snow. The use of propane gas for cooking is prohibited inside the building.
11. The renter agrees to follow all the instructions and all the rules relating to fire safety and, in particular, with regard to capacity and lighting. The renter also agrees to read and abide by the procedures and emergency measures posted in the building.
12. All furniture must remain at its original location.
13. At the end of the rental period, the renter must restore the rented premises, including the patios, to their original condition. For this purpose, he must, in particular, clean the tables and pick up any litter left on the premises.
14. Sticking, stapling and pinning is prohibited.
15. Parking is free of charge at all times in the parking lot adjacent to the building; however, the parking rules in force must be followed (a maximum of 4 hours between 9 a.m. and 9 p.m.) and the spaces reserved for parking permit holders must not be used by anyone else.
16. The renter must keep to the rental hours marked on the contract. The renter must take possession of the room and leave at the times indicated in the contract.
17. The renter will have to report his arrival to the superintendent, by going to 2901 boulevard Saint-Joseph and signing on the contract the time he arrives and will be leaving the premises.
18. No events of a religious nature are allowed in the halls.
19. The rental hours are as follows (according to the availability of the halls and the staff):
 - Sunday – Thursday: 9 a.m. – 10 p.m.
 - Friday and Saturday: 9 a.m. - 3 a.m.