

Organization/Individual Name			
Street Address			
City	Province	Postal Code	<b>Facility Rates (check one):</b> Ticket price \$10 or less    \$1,500 Ticket price \$25 or less    \$2,500 Ticket price over \$25        \$3,500
Contact Name			
Cell Phone	Business Phone		
Email		Web Address	

**Requested Performance Details:**  
 Date: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Is a rehearsal required in addition to your event? Preferred Date: \_\_\_\_\_

**Additional Fees:** In addition to Facility Rates above, a supervisor/technician will be required at an hourly charge including OT rates as applicable for your event. A minimum custodial fee of \$250 applies to all rentals. Additional custodial fees may apply at hourly rates where excessive cleaning is required. Likewise, other items below will influence your rate.

**Rooms/Equipment Requested (please check or provide number where appropriate):**

Band Room (\$100) for changing or warm-up (use restricted to school band/music groups)

Change Room A (\$50),                      Change Room B (\$25),                      Upper Band Room (\$25)

Bosendorfer piano (\$150)                      Tuning Required (\$150)

\_\_\_\_\_ Risers (\$150 flat rate) (8 - 3 step available)

\_\_\_\_\_ Percussion Equipment (\$150 - \$200) (availability must be confirmed by MBCI Band Dept)

\_\_\_\_\_ Music stands (availability must be confirmed by MBCI Band Dept)

\_\_\_\_\_ Communication headsets: between backstage, booth, etc (\$150 flat rate) (5 available)

\_\_\_\_\_ Spotlights (\$150) (2 available, additional personnel required)

Microphones:

\_\_\_\_\_ Handheld, \_\_\_\_\_ Choral, \_\_\_\_\_ Earpiece (\$150 flat rate)

\_\_\_\_\_ Mic stands

Tables: \_\_\_\_\_ Jubilee Main Foyer    \_\_\_\_\_ On Stage    \_\_\_\_\_ Lower Foyer

Chairs: \_\_\_\_\_ Jubilee Main Foyer    \_\_\_\_\_ On Stage    \_\_\_\_\_ Lower Foyer

Technical Requirements Requested (audio, video, lighting, etc):

Multiple horizontal lines for technical requirements.

Tentative schedule for your event:

Multiple horizontal lines for tentative schedule.

Please list your mandate, goals and nature of this event:

Two horizontal lines for event details.

Please submit all three pages of this application by email to: rentals@mbci.mb.ca or Fax: 204-661-5091

MBCI
173 Talbot Avenue
Winnipeg, MB R2L 0P6
Attn: Rentals

You may direct any further inquiries to:

Elwood Wiebe / Sarah Goethals
Phone: (204) 667-8210, x2112
Email: rentals@mbci.mb.ca

Deposit Information

A minimum non-refundable deposit of \$500 is required for every event. For your convenience, you can pay by e-transfer to rentals@mbci.mb.ca or by credit card (provide info below or can be given over the phone)

Credit Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry: \_\_\_\_/\_\_\_\_ 3 digit code (rev.) \_\_\_\_\_

Full Name on Card: \_\_\_\_\_

**Agreement**

The applicant organization or individual (“Licensee”) applies to rent facilities from MBCI. The Licensee acknowledges that as a Christian middle and secondary school, MBCI is governed by a specific Code of Conduct and Confession of Faith (Schedules A and B, respectively). **By signing this application, the Licensee agrees that:**

- 1) the content of the event for which the license is requested,
  - 2) the conduct of all participants, invitees and guests associated with the event, and
  - 3) the mandate and goals of the applicant organization or individual,
- will not be in conflict with the provisions of the documents described above.

The Licensee acknowledges that agreement with the conditions listed above is a precondition to approval and use of MBCI facilities.

In addition, the guidelines for use of MBCI property require licensees to:

1. pay the rental invoice upon receipt of it;
2. leave the facility in the same or better condition as it was found;
3. clean up after the event when an undue amount of garbage is left in the facility;
4. take good care of all property, immediately report any damage to the MBCI staff, and reimburse MBCI for any expense incurred as a result of any damage caused by the Licensee, or anyone entering upon property as an invitee or guest of the Licensee;
5. vacate the premises at or before the agreed time;
6. prevent smoking, alcohol consumption, and the use of non-prescription drugs on the campus, including parking lots;
7. to provide, prior to the date of rental, satisfactory evidence of third party liability insurance coverage, in an amount not less than two million dollars, with the Mennonite Brethren Collegiate Institute Inc. as an additional insured; and
8. indemnify and save MBCI Inc., their members, adherents, directors and trustees harmless from all claims arising from the licensee’s failure to comply with the terms of this Facility License Agreement and from all liabilities arising from the negligence of the licensee or its invitees and guests while on MBCI property.

The interpretation of any provision of this Facility License is the sole prerogative of MBCI, as represented by its Board. MBCI reserves the right to take any action it deems necessary, in its sole discretion, to ensure that its guidelines for use and conduct are adhered to, including dismissing and/or removing individuals and/or groups from MBCI property, with or without reimbursement of rent.

The undersigned hereby agrees:

1. to all terms and conditions of this Facility License Agreement;
2. to comply with the guidelines for use of MBCI property and conduct of all groups and persons using the rented facilities;
3. to be responsible for all members of the Licensee and all invitees and guests of the Licensee who enter into or upon MBCI property and ensure their conduct while in or on MBCI property is in compliance with the terms of this agreement;
4. to indemnify and save MBCI, their members, adherents, directors and trustees harmless as set forth above.

**Signature**

After reading, and agreeing to the above terms and conditions, please sign and date:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_