

## **RULES AND REGULATIONS GOVERNING THE USE OF TMR TOWN HALL FACILITIES**

- 1) All payments, deposits, etc. must be made electronically (by credit card). **Checks or cash are not accepted.**
- 2) For external bookings, a deposit of \$750 for the Schofield Hall and \$250 for the Royalmount Hall is required to confirm and reserve the date. The applicant must pay this deposit upon signing the contract for the room and/or supplies.
- 3) Reservations without a deposit will be held for UP TO 15 days from the date of booking. To maintain the reservation, the deposit must be paid before the end of the 15-day period, otherwise the reservation will be canceled.
- 4) The balance on the rental contract is payable by the applicant, a MINIMUM of thirty (30) days before the reservation date, failing which the contract will be canceled. A credit card number may be provided to cover the final bill.
- 5) A reservation contract is issued to all external clients upon receipt of the deposit.
- 6) Billing for additional fees will be finalized within 48 hours following the rental date.
- 7) All additional fees/charges beyond the contract (equipment, accessories, or damages) are payable by the applicant a MAXIMUM of 48 hours after the reservation date. The deposit or balance of the deposit will be refunded within the week following the final payment of all amounts due by the applicant.
- 8) If the applicant cancels the reservation at least 90 days before the requested date, the deposit minus a 15% administrative fee will be refunded.
- 9) If the applicant cancels the reservation less than 90 days but more than thirty (30) days before the rental date, the entire deposit will be retained by the Town. However, the applicant may request that the deposit be credited to another rental within twelve (12) months following the initial reservation date.
- 10) If the applicant cancels the reservation less than thirty (30) days before the reservation date, the deposit is retained by the Town as a penalty.
- 11) Any applicant requesting an alcohol permit during their rental period must have the necessary permit application form signed by the Town before submitting their application form to the provincial government agency for these permits. The permit application form and a signed contract must be submitted to obtain an alcohol permit. Detailed information on obtaining an alcohol permit is available at: [www.racj.gouv.qc.ca/service-en-ligne.html](http://www.racj.gouv.qc.ca/service-en-ligne.html). The applicant must also send a copy of their alcohol permit to the City and display it on the wall during the event.

