**Sinclair Park Community Centre Rules and Regulations**

**Decoration Policies**

1) Sinclair Park will supply tape for attaching decorations to the windows or walls, and this tape is the only tape allowed to be used in any space within the building. You may not bring additional tape from home. There ***will*** be an extra charge if you are found to be using tape other than what is provided. **Under no circumstances are duct tape, double sided tape, or party tape allowed in the building. This applies to the party hosts, decorators, vendors, etc.**

2) If you are bringing a banner or large poster for the walls, you may bring 3M Brand Hooks or Command Strips to hang them with, but you cannot bring outside tape. Staff will remove these from the walls at the end of your event.

3) The following tables MUST have plastic tablecloths on them, including both long and round tables:

 A) All food service tables, including buffet tables, cake/dessert tables, candy buffets, etc.

 B) Entertainment tables, including face painters, craft/colouring tables, etc.

It is the renter’s responsibility to provide these tablecloths. Tablecloths for all other tables are completely optional.

4) All decorations used at an event must be removed by the renter at the end of the event. Items left behind will be disposed of. Items such as jackets, phones, etc. will be held onto for up to two weeks, until the renter can come and pick them up from Sinclair Park.

5) The cost of repairing any damages caused by your event, including vendors and guests, will be added to the final cost of your contract.

**Disallowed Items**

**The following items are not allowed to be used as decorations in any way, or for any purpose:**

1) Confetti/glitter, including paper and metallic. This includes confetti/glitter in balloons, on tables, in piñatas, in confetti cannons, etc. Items found to contain confetti must be immediately removed from the building with no exceptions.

2) Jelly Balls/Orbeez. These may not be used as decorations, fill for vases, children’s entertainment, etc.

3) Helium balloons, if brought, must not be given to children at the event. We are doing our best to prevent them from ending up on the ceiling.

4) Open flames. Exceptions will be made for candles on birthday cakes, and burners under food warming trays. Debuts using candles must receive approval prior to their event. Magicians may not use fire in their acts under any circumstances. Smudging may not occur within the building.

5) Walkways, roadways, and carpeting. None of these items are allowed on the premises, due to pre-attached double-sided tape on the back of them. These items will be removed from the building with no exceptions.

6) Children’s motorized cars/scooters. These items have plastic wheels that dig into the floors and scrape/gouge them. These items may be carried into the building, but may not be used/driven at any time.

7) Wax crayons and Sharpies/permanent markers may not be used in the building at any time. Colouring/craft tables my use pencil crayons or washable markers. Goodie bags containing wax crayons may be given out at the end of the event.

8) Bubble soap may not be used in the building. It can be used outside, or given to the children as they are leaving the party. Bubble soap makes the floors extremely slippery, and causes accidents and falls.

**Events that do not follow any of the above rules will incur additional costs.**

**Set Up Policies**

1) The renter will receive one half hour (1/2) before the start of their event to decorate. This first half hour is free of charge. Additional decorating time must be booked in advance and cannot be added on the day of your event. Renters will be unable to access the building prior to their decorating time. This half hour is not additional party time. Guests will not be allowed to access the space prior to the start of the actual event. Please ensure that this is communicated to your vendors.

2) For any group that is having items delivered for their event, please be aware that the goods cannot be dropped off at Sinclair Park prior to the designated decorating time. We are not able to accept early deliveries of food, entertainment items, or decorations.

3) Rentals are only allowed to use the space that they have rented. Other areas of the building are off limits. All items, including seating, food, etc. must be within the rented room, including during drop off and pick up. This includes areas like the Commons, which must be rented in order to utilize the space.

4) Sinclair Park Staff will be responsible for all setup of the tables and chairs. We will set up according to the details given by the renter. These details must be provided at least five days prior to the event. If the renter would like a specific layout, this must be done with our rentals manager a minimum of one week in advance. If specific instructions are not given, Sinclair Park will provide a standard setup.

5) The number of tables and chairs available for seating is based on your cleaning fee. All guests must have a seat at your event. You may access up to 50 tables, and 390 chairs.

Additional tables are not available for any reason, and extra chairs will incur a $25.00 charge per 50 chairs.

**Please Note: Children of all ages do count towards your number of guests. The maximum number of guests is based on all attendees, not just adults. Additional guests beyond the above amount will cause you to incur additional charges. This is the maximum number of guests you may have at your event over the whole duration of the event, not the maximum number at any one time.**

6) While we understand that there will always be small deviations in your number of expected guests, rentals who are deliberately misleading regarding their number of expected guests will incur additional charges. Please be honest about how many guests you are expecting. It is less expensive to be honest than it is for you to be over your numbers on the day of your event. Groups found to have an unreasonable number of guests over their stated number will have their additional cleaning fee doubled to $50.00 per 50 people. An unreasonable number would be either doubling your final number of expected guests or having 100 or more extra guests, whichever is less. This also applies retroactively, so any additional cleaning fees that have been incurred on the day of your event will be doubled.

7) Layout changes that are requested on the day of the event may not be able to be accommodated. While small changes are usually possible, such as moving of one or two individual tables to another location, larger changes may not be possible. Larger changes that involve changing the location/layout of the seating tables are the hardest to accommodate, and will incur additional charges of up to 50% of the cleaning fee paid for the event. These wholesale changes must be requested within the first fifteen minutes of the decorating period, and are generally not possible to accommodate. These changes can only be approved by the renter, and not by family, vendors, etc. We do stress that, should the renter require a specific layout, this layout should be discussed with our rentals manager in advance.

8) Events should be aware that while they have access to a specified number of tables, extra items that the renter is bringing into the space may limit the number that can be used. It may also limit the flexibility of your layout, and the number of guests we can provide seating for.

9) If the number of tables required goes up on the day of your event, we may not be able to accommodate the changes. Our staff are happy to help you bring out an extra table or two, but cannot accommodate large changes.

**Clean Up Policies**

1) The renter will receive one half hour (1/2) after their event ends to clean up. This half hour is free of charge. Additional cleaning time must be booked in advance and cannot be added on the day of your event. This half hour is not additional party time. It must be used for cleaning. Our staff will be in the space and cleaning at the same time.

2) By the end of the event the renter must have done their portion of the cleaning for both the main event space and the kitchen, if booked. This includes packing up and removing extra food, gifts, decorations, etc.

3) Events that run over their time limit will be charged at double time. For every half hour that your event runs late, you will be charged one full hour’s rate. This goes into effect as soon as your event begins to run late. There are no exceptions.

4) Any outside items that require time to pack up (ex. photo booths, bouncers, DJ’s, etc.) must be packed up by the end of your cleaning time. Items that have not been picked up by vendors will be removed from the premises. At the end of the decorating time, Sinclair Park reserves the right to remove any items from the rented space, as we cannot delay cleaning the room due to a late vendor. This does supersede any contracts that the renter has with the vendor.

5) Sinclair Park will provide garbage bags and recycling bins for your event. Sinclair Park Staff will remove the full garbage bags from the room during your event, but it is the renter’s responsibility to remove all garbage from the tables at the end of the event.

**Kitchen Policies**

1) Caterers may only use the kitchen if the rental has booked the space. This includes the sinks for washing dishes. If you are unsure whether or not your caterer will require kitchen access, please ask them in advance. We cannot provide access if another group is using the space.

2) The renter is responsible for tidying up the kitchen at the conclusion of their event. All garbage must be placed in the provided garbage cans, spills must be wiped up, and extra food must be removed from the premises.

3) The appliances that are accessible to renters are as follows: the refrigerator, the freezer, the stove/oven, the sink, and the microwave. The grill and deep fryer are NOT available for use by rentals, nor is the slushie machine. Appliances may NOT be unplugged for any reason.

4) Sinclair Park does not provide items like serving utensils, knives, cutlery, plates, etc. These are the responsibility of the renter to provide. Rentals needing to cut or chop food items may not do so unless they have cutting boards on the tables/counters. Regular boards are acceptable for slicing items like fruits and vegetables, while items requiring the use of cleavers or similar cutting tools must bring thick cutting boards. Cutting boards are the responsibility of the renter.

5) Items in the cupboards/drawers are not available for renters or caterers use. There is NO reason to go through ANY drawers/cupboards, as there are no items for rental use stored in them. Please refrain from going through the drawers or cupboards, looking for items.

**Vendor and Entertainment Policies**

1) The renter is responsible for informing any vendors or entertainment groups of Sinclair Park’s rules and regulations, particularly those involving tape, glitter, and open flames. Damages caused by vendors and outside groups are the responsibility of the renter.

2) Vendors such as caterers, decorators, bouncy castles, photo booths, sound systems, etc. cannot access the space to begin setting up prior to your decorating time. They will not have any access to the building to drop items off early, including food, decorations, and entertainment items.

3) Vendors are required to abide by all restrictions regarding placement of items and equipment. Entertainment items may not block emergency exits in any way.

4) Sinclair Park CC does not allow cotton candy machines inside the building. Renters have two options for cotton candy. They may either bring the cotton candy pre-bagged, or have the machine located outside of the building.

5) A complete list of vendors must be provided to Sinclair Park at least one week before your event. This facilitates us being able to properly set your space up for you.

6) Due to the number of guests in attendance at your event, bouncy castles cannot be accommodated as they do not fit into the space.

7) Additional items from Sinclair Park (i.e. speakers, projectors, sports equipment, etc.) must be requested in advance and cannot be requested the day of your event. Sports equipment may not be used if the party also has a bouncer or photo booth.

8) Any items requiring electricity must use one of the 6 sets of electrical outlets within the room. Extension cords may be used, but absolutely cannot be run across any doorway or emergency exit. Extension cords are the responsibility of the renter to supply. Sinclair Park does not have cords to loan to renters/vendors. **Please Note: If you have a bouncy castle, there is only one set of outlets that it can be operated off of, on the North wall. Other items may not be plugged in to this set of outlets, due to the power draw overloading the circuit.**

9) Vendors must have their items packed up and removed from the space by the end time on your contract. Vendors must begin packing their items up no less than half an hour prior to the end of the event. **Please note that vendors who run late will cause the renter to incur additional charges.**

**Liquor Policies**

1) No alcohol is allowed on the premises without a LGCA Social Occasion Permit and a bartender from Sinclair Park in attendance. If you are intending on having alcohol at your event, Sinclair Park must be made aware of this at least one month in advance. **Please Note: This includes alcohol as gifts.**

2) Alcohol is strictly prohibited at 18th birthday parties. Debuts may elect to bring dealcoholized wine for the debutant.

3) Any type of gambling, without a LGCA Social Occasion or Raffle Permit, is strictly prohibited. **Please Note: This does include raffles, silent auctions, and 50/50 draws.**

4) The presence of any illegal substances on the property will result in the event being ended and the police being called.

**The discovery of illegal alcohol, gambling, or substance use will result in the immediate ending of the event. The renter will still be responsible for payment of the event, in full.**

**Items to be Aware Of**

1) Sinclair Park does have free WiFi for rentals, and the current password can be obtained from the office.

2) Sinclair Park advises against the creation of ***OPEN/PUBLIC*** Facebook pages for events. Most groups that create open Facebook pages find that they end up with many more guests than they are planning on having in attendance. This can cause issues for the event hosts, including additional fees, guests unable to access the space due to the maximum capacity restrictions, etc. If you are planning on creating a Facebook page for your event, please ensure that it is a private page.

3) The staff are here to assist you with your event. There are times when the staff may have to remind renters or their guests to follow the rules and regulations laid out in this document. We understand that this can be inconvenient, but verbal or physical abuse of the staff will not be tolerated. Guests who are abusive, or argumentative with the staff will be asked to leave your event. If the renter is the source of the abuse, the event may be ended immediately. In this case, the renter is still responsible for the remainder of their payment for the event.

4) As Sinclair Park is a City of Winnipeg owned facility, we cannot allow animals into the building. While we welcome acting service animals, other animals must remain outside. We cannot allow your guest’s pets to come to the party, and petting zoos are not allowed on the property without a permit. **Please Note: Emotional support animals are not the same as service animals, and do not fall under service animal legislation.**

**Payment Policy**

All payments must be made by the conclusion of the event. Payments can be made either in cash, or by debit, Visa, or Mastercard. **Please Note:** All credit card transactions of $500.00 or more are subject to a 3% convenience fee.

**Cancellation Policy**

**All deposits are 100% non-refundable.** In the event of a cancellation, the deposit is considered to be forfeit. The exception to this is if Sinclair Park is unable to host your event for any reason. In this case, the deposit will either be refunded in full, or can be transferred to a new date.

Any rentals that don’t advise of cancellation a minimum of one week prior to the day of their event will be responsible for payment of their event in full. This includes any special items booked (i.e. bartenders, sound system rentals, etc.). Failure to remit payment in full within 24 hours of the event will result in measures being taken to collect payment.

Additionally, groups cannot delay their events for the sole purpose of pushing the event outside of that one-week time frame. Rentals who have moved their event to a later date and then cancel the event will be responsible for payment in full of their balance, irrespective of the amount of notice given.

I understand and agree to follow all of the above listed **decorating** rules and policies, including the list of **disallowed items**:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **set up, clean up,** and **kitchen** rules and policies:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **vendor** rules and policies:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **miscellaneous** rules and policies and the **items to be aware of**, including the **cancellation** policy and **payment** policy:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have been advised and read all of the above Rules and Regulations and agree to adhere to them at all times during the event.**

Renters Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Sinclair Park representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_