**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) Any food service tables MUST have plastic tablecloths on them, including both long and round tables. 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 until the renter can come and pick them up from Sinclair Park.

5) The cost of repairing any damages caused by your decorations will be deducted from your $300.00 deposit. Repairs costing more than this amount will be the responsibility of the renter.

**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 confetti cannons, etc. Items found to contain confetti will be removed from the building with no exceptions.

2) Helium balloons. These balloons may be used in arches, or pillars. They may not be attached to tables, chairs, or any location where they could become untied and end up on the ceiling.

3) Open flames are not allowed, with the exception of burners under food warming trays.

4) Red and fuchsia raffle/silent auction tickets. These tickets have a dye in them that reacts with alcohol and permanently stains the surface they are laying on.

5) 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 social.

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

**Set Up Policies**

1) The renter may arrive no earlier than 1:00 PM to decorate and must vacate the premises no later than 3:30 PM. The renter is responsible for the removal of all refuse created in the decorating process.

2) During this time, the renter is responsible for the following: bringing in their alcohol and their liquor permit, bringing in their silent auction prizes, and decorating the space.

3) 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. Deliveries may not be made after the decorating period has ended.

4) Rentals needing to cut or chop food items may not do so without a cutting board. 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, wooden cutting boards. Thin cutting boards may not be used with cleavers. Cutting boards are the responsibility of the renter.

5) Sinclair Park Staff will be responsible for all setup of the tables and chairs. Should the renter be bringing in vendors or unusual items such as a photo booth, Sinclair Park must be made aware of this at least two weeks in advance to accommodate the changes. Not all requests can be accommodated without losing seating space.

**Clean Up Policies**

1) At the conclusion of the event, the renter has one hour to complete their portion of the cleaning. This includes removal of extra liquor, packing up and removing additional food, assisting the bartenders with removing refuse from the tables, etc. This must be completed no later than 2:00 AM.

2) Any unconsumed alcohol and empty bottles must be removed from the facility at the end of the event. If you wish, you may donate your empty beer bottles to our fundraising groups.

3) The Multipurpose Room must have your food and items packed up and removed by 12:30 AM. This space must also be vacated by 2:00 AM.

4) The renter is responsible for the cleanup of their half of the kitchen, not including the bar. All garbage must be placed in the provided garbage cans, spills must be wiped up, and extra food must be removed from the premises

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.

**Vendor 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, photo booths, sound systems/DJ’s, 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) 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.

5) Any items requiring electricity must use one of the 4 electrical outlets within the room. Extension cords may be used, but absolutely cannot be run across any doorway or emergency exit.

6) Your DJ may arrive to set up their equipment between 1:00 and 3:30 PM. If the renter elects to have their DJ come and set up later, the earliest they can come in is 7:00 PM. The space is inaccessible between 3:30 and 7:00 PM.

7) When booking your DJ, please do not purchase an upgraded package including a smoke machine. We cannot allow mist, smoke or fog machines into the building as they trigger our fire alarms.

8) Both the renter and the DJ are welcome to use the parking pad beside the gym doors to unload their items. However, neither the renter nor the DJ are allowed to remain parked in that space once the event starts. All vehicles must be moved to either the street, or the main parking lot.

9) Sinclair Park does not have WiFi to provide to your DJ or for payment processors. We do have Shaw Open WiFi, but this can only be accessed if you are a Shaw customer. There is no other accessible WiFi in the facility.

10) The DJ must cease playing at 1:00 AM, and all vendors must have their items packed up and removed from the space by the 2:00 AM.

**Social Policies**

1) Sinclair Park **will** supply the following items for your social:

a) Six bartenders. Three come on shift at 7:00 PM, and three at 10:00 PM. Your shot bar will open when the 10:00 PM bartenders arrive.

b) Three security guards from a licensed company.

c) 1,500 bar cups, divided between 9oz liquor and 16oz beer cups. Extras are available at a cost of $12.00 per sleeve of 50 cups.

d) 54 two litre bottles of pop for mix. Extra pop is available for $2.50 a bottle, or can be supplied by the renter.

e) Ice and iced tap water.

f) Garbage bags and recycling bins.

2) Sinclair Park **does** **not** supply the following for your social:

a) Coffee and sundry items, including cream, sugar, stir sticks, cups, etc.

 b) Garnishes such as lemons, limes, oranges, tabasco or Worcestershire sauce.

 c) Plates, cutlery, napkins, etc. Serving utensils are also not provided.

 d) Juices, including orange, cranberry and Clamato. The renter is also responsible for providing 5oz – 8oz Styrofoam cups for those guests who are not consuming alcohol.

 e) Shot glasses for the shots bar.

 f) Wristbands for admission, and for identification at the bar.

 3) All guests over the age of 18 must be wrist banded. Security will check ID at the door to ensure that the guest is over the age of 18. Guests with no wristbands will not be served at the bar. Wristbands are the responsibility of the renter to provide. Hand stamps may be used for admission, but will not allow the guest to be served at the bar.

4) Socials may not exceed 500 guests at any one time. If an event reaches capacity, remaining guests must wait to enter the facility until some guests leave for the evening. Upon leaving, these guests will have their wristbands removed by security. If you oversell your event, you may have to refund the ticket cost to those who have purchased tickets but cannot gain entry.

**NO exceptions to the number of people. 500 is the maximum in the building.**

**Please Note:** The wedding party and their families are included in the 500-person limit, as are children.

5) The renter is responsible for obtaining an Alcohol Permit from Manitoba Liquor, Gaming and Cannabis Association (LGCA). You may now purchase your permit on line at the LGCA website.

**PLEASE NOTE:** THE PERMIT HOLDER WILL NOT BE ALLOWED TO CONSUME ANY AMOUNT OF ALCOHOL AT THIS EVENT. PLEASE ENSURE THAT THE PERMIT IS HELD BY A PERSON WHO DOES NOT DRINK**. This rule is a Sinclair Park rule, and does override the LGCA rule regarding the permit holder being able to drink**. Liquor permits do not have to be held by either the bride or groom. They can be held by any person who will be in attendance at the event for the entire night, so could include parents, siblings over the age of 18, friends or other relatives.

6) All laws set by the LGCA must be strictly adhered to. The Social Occasion Permit Holders Terms and Conditions, as well as Liquor and Gaming Authority “Occasional Permit Guidelines for Banquet Halls/ Arena/ Festivals/ Outdoor Events” are available on the LGCA website.

7) The alcohol permit must be given to the Supervisor when the liquor is signed in to the club. The liquor will not be allowed on the premises until the permit and all applicable receipts are present. All receipts of purchase for your alcohol must be attached to the permit, and alcohol without receipts may not be on the property at any time. The permit will be placed on the wall of the bar area in plain view as required by the LGCA.

8) When purchasing your alcohol, it is the renter’s responsibility to ensure that there is a minimum of one (1) 750ml bottle of each type of alcohol that you are serving, and two (2) if the alcohol is being served at both the liquor and shots windows.

Larger bottles (1.14 and 1.75 litres) may be purchased, but they do not fit our pour spouts or jiggers. We are able to pour the larger bottles into the smaller one, but we absolutely must have one/two 750ml bottle of each type of alcohol. Renters who do not bring these smaller bottles with them will be sent out to purchase them.

9) A bar at a social is very different than an actual bar. Bars at socials do not have the capability to do mixed drinks like margaritas and daiquiris, nor is there any ability to do shots made from multiple types of alcohol or ingredients.

 10) Security guards can perform bag checks on those entering the premises. This prevents guests from bringing alcohol with them to the social and violating the liquor permit, and protects the permit holder from the actions of these guests.

11) Drunkenness or disorderly conduct, aggressive or argumentative behaviour will not be tolerated at any time during the event by anyone in attendance. The person will be given a warning and then removed if necessary and not allowed to return to the event.

12) It is against the law to serve alcohol to those who are intoxicated in any way. This means that alcohol will not be served to those who are visibly impaired by alcohol, drugs (including cannabis), or other substances. While guests who arrive to the event intoxicated are permitted to enter the venue, they will not be given wristbands, preventing them from being able to obtain liquor at the event. This is a security measure to ensure that the Liquor Permit Holder is not found to be at fault for the behaviour of guests prior to them arriving for the event. Guests who become intoxicated while at the event will have their wristbands removed.

13) The human body takes time to metabolize alcohol, so its effect on your guests is not always immediately visible. Our bartenders have a legal obligation to ensure that they are not over-serving your guests, or serving guests who are intoxicated. This does mean that there may be times where our bartenders will need to ask your guests to slow down their consumption of alcohol, to allow that which they have already consumed to be metabolized. This will primarily affect your shot bar, as a guest taking a few rounds of shots will be consuming a lot of pure liquor in a short time frame.

14) Your raffle and 50/50 permits are part of the same permit as your liquor license. This permit covers your raffles, silent auction, 50/50, Texas Mickeys, etc. There are types of gambling that are not authorized under this permit, such as card games and games of chance. Games of chance include things like plinko, coin drops, prize wheels, etc. These games will not be allowed to be played at your social.

15) While cannabis is legal in Canada, it is still prohibited to smoke, vape, or otherwise consume in public spaces. This means that cannabis may not be consumed either in the building or on the grounds. Those found violating this law will be spoken with and, if necessary, removed from the event.

Additionally, cannabis consumption at the event may lead to the guest being unable to continue drinking, as the law prohibits the bartenders from serving guests who are intoxicated in any way.

16) While gift cards and paraphernalia used in the consumption of cannabis may be raffled off, the physical plant may not be. Each person has an individual amount of cannabis that they may have on their person, and the LGCA does not allow the raffling of cannabis itself so that this limit is not breached.

17) While cannabis edibles are now legal, they are not allowed to be served at your event under any circumstances.

18) The use of any narcotics on the Sinclair Park premises or grounds is illegal and will not be tolerated. If narcotics are witnessed or suspected, police will be called and the event will be shut down. There will be no refund to the renter.

**Payment Policy**

All payments must be made at the conclusion of the event.Renters will not be allowed to leave before payment is made. Payment can be accepted in the following forms: cash, debit, Visa, or Mastercard. **Please Note:** All credit card transactions will be 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 month prior to the date of the social will be responsible for payment of their event in full. This includes any special items that have been rented through Sinclair Park. Failure to remit payment within 48 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-month 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 and clean up** 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 **social** rules and policies, including the **payment** policy and **cancellation** 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: \_\_\_\_\_\_\_\_\_