

Organization/Individual Name	<b>Office Use Only:</b> Date Received: ____/____/____ <input type="checkbox"/> Deposit \$ _____ <input type="checkbox"/> Invoice Generated <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Schedule Confirmed <input type="checkbox"/> Technician _____ <input type="checkbox"/> Invoiced ____/____/____ Amount \$ _____
Street Address	
City Province Postal Code	
Contact Name	
Phone Alt Phone	
Email	

<b>Facility Rates (check one):</b> ____ Free tickets \$1,000 ____ Ticket price \$10 or less \$1,500 ____ Ticket price \$25 or less \$2,500 ____ Ticket price over \$25 \$3,500	<b>Requested Performance Details:</b> Date: _____ Start Time: _____ End Time: _____ Is a rehearsal required in addition to your event? Preferred Date: _____
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**Additional Fees:** In addition to Facility Rates above, a supervisor, technician and custodian may be required for your event. Likewise, other items below will influence your rate. If your performers have specific rider requirements (sound system, changing rooms, etc), please forward that rider to [rentals@mbsci.mb.ca](mailto:rentals@mbsci.mb.ca). All of these pieces enable us to foresee the equipment/personnel required to provide an estimate for your event.

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

\_\_\_\_ Band Room for changing or warm-up (use restricted to school band/music groups)  
 \_\_\_\_ Rooms: Upper Band Room, Classroom 5001, Prayer Room (please circle)  
 \_\_\_\_ Bosendorfer piano \_\_\_\_ Piano tuned for your event \_\_\_\_ Risers (8 - 3 step available)  
 \_\_\_\_ Percussion Equipment (availability must be confirmed by MBSCI Band Dept)  
 \_\_\_\_ Music stands (availability must be confirmed by MBSCI Band Dept)  
 \_\_\_\_ Communication headsets: between stage, booth, spotlight operators, etc (5 available)  
 \_\_\_\_ Spotlights (2 available, add'l personnel r/q)  
 \_\_\_\_ Microphones \_\_\_\_ 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):** \_\_\_\_\_

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Note: If your performers have a technical rider, it must be forwarded to Adrian Enns, Rentals Manager, at least two weeks prior to your event. Please email [rentals@mbsci.mb.ca](mailto:rentals@mbsci.mb.ca).

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

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**Tentative schedule for your event:**

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\_\_\_\_\_

At least 2 weeks prior to your event, please submit ***all three pages*** of this application by email, fax or mail to:

MBCI Rentals  
173 Talbot Avenue  
Winnipeg, MB R2L 0P6  
Fax: (204) 661-5091  
Email: [rentals@mbci.mb.ca](mailto:rentals@mbci.mb.ca)

You may direct any further inquiries to:

Adrian Enns  
Rental Manager  
Phone: (204) 667-8210, x3112  
Email: [rentals@mbci.mb.ca](mailto:rentals@mbci.mb.ca)

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**Deposit Information**

A deposit of \$250 or \$500 is required for every event. The Rental Manager will clarify what deposit is required for your event before processing your payment information below. If you like, payment can also be mailed, dropped off, or taken over the phone by credit card.

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.

<p><b>Signature</b></p> <p>After reading, and agreeing to the above terms and conditions, please sign and date:</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: ____/____/____</p>
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