



Rental policy of the Municipal Council Hall

The tenant is responsible for the leased premises and their use. The tenant agrees to repair and/or replace, at his or her own expense, to the satisfaction of the municipality, any part of the room and / or equipment belonging to Stanstead Township, which has suffered loss or damage due to negligence or mistreatment during the rental period. The tenant agrees to the following terms:

- **It is forbidden to smoke inside the building. The tenant is responsible for enforcing this municipal regulation.**
- The occupation of the hall shall not exceed the maximum capacity as described by the chart.

Option 1	Option 2	Option 3	Option 4
Exhibition room/ showroom With furniture	With tables and movable chairs	With chairs only	Without tables and chairs (other than showroom)
33 people	106 people	134 people	168 people

- Dances are not permitted.
- Cleaning should be carried out to the satisfaction of the municipality by the tenant, and that, within (24) hours following the event.
- A key and a temporary password will be delivered on time, during opening hours of the municipal office. Monday - Friday from 8 a.m. to 4 p.m., except on the lunch time from 12 to 12:30 p.m. However, on holidays, the key will be given before the event.
- The key must be returned to the municipal office after the event. Simply drop the key through the mail slot next to the front door.
- Chairs and tables should be replaced at the same place that they were when the tenant took possession.
- The tenant should use the proper garbage bins, sorting the garbage into the bins provided for this purpose. They are found at the rear of the building.
- When there is alcohol consumption, a permit must be obtained by the *Régie des alcools, des courses et des jeux*. An application form is available on the web site at: <http://www.racj.gouv.qc.ca>. Note it may take between 15-21 days for the permit to be processed.
The copy of the permit will be required by the municipality before the key is given to the tenant.
- Note that there is no public phone available in the room.

Note: In case of emergency, the municipality maintains the right to cancel the lease. The room serves as a control center during an emergency. The maximum effort will be made not to cancel the lease for any other reasons, such as a special meeting.

At no time may the room be reserved for candidates in an election or for groups engaged in partisan political activities. The term "partisan political activity" means:

- For the explicit purpose of publically calling that a regulation, policy or decision issued by the board should be maintained, challenged or amended;
- Explicitly disclosing in a publication that a decision by the Council should be maintained, challenged or amended;
- Encouraging people to join a group in order to lobby an elected official or any employee of the municipality for the purpose of maintaining or amending a by-law, policy or a decision of the council.



RENTAL FORM

778, chemin Sheldon, Canton de Stanstead (Québec) J1X 3W4

1) Event : _____

Date and time of the event: _____

2) Name of tenant–Person in charge: _____

Address of the tenant: _____

Phone number (home): _____ (cell.) _____ (other) _____

Email: _____

3) Fees and deposit

Deposit for rental: 100 \$

Received by _____ on (date) _____

Reimbursed by _____ on (date) _____ Cash _____ Check _____

Fees	Citizen of Stanstead Township – Non-profit organisation	Private company of Stanstead Township	Non-resident and non-resident private company
Single rental	No fee	One rental : 50 \$	\$ 100
Recurring activities no registration fees	No fee	\$ 10 per session	\$ 10 per session
Recurring activities with registration fee	10\$ per session	\$ 10 per session	\$ 15 per session

Take note: in case of damages to the premises or to the installations, or in the case of unsatisfactory cleaning, the deposit will not be returned. The same applies to damages if repairs are not done properly. The deposit will remain at the municipality until everything is put back in order to the satisfaction of the municipality. Damages exceeding the deposit will be charged to tenant who signed the agreement.

For more information concerning the rental policy, call the front desk at the municipal office at (819) 876-2948 extension 221.

Signature of tenant: _____ Date: _____

778, Chemin Sheldon, Canton de Stanstead, (Qc) J1X 3W4

Tél. : (819) 876 2948 Fax: (819) 876 7007

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