

RENTING THE MTAM EDUCATION CENTRE

175 Marion Street, Winnipeg, MB

Centrally located in St. Boniface, the Massage Therapy Association of Manitoba’s Education Centre is available to rent by organizations on a case-by-case basis at the discretion of our staff when such use is appropriate and presents no conflict with our regularly scheduled activities.

In light of the many activities held at the Centre, and because the primary purpose of the building is for education for our members, it is important that we manage the use of the space with care to preserve its amenities and function.

If you would like to book the MTAM’s Education Centre, please fill out our **Rental Information Form** and submit it to info@mtam.mb.ca.

For questions, please contact us at info@mtam.mb.ca or call (204) 927-7979.

FACILITY BENEFITS

- MTAM Education Centre has street level entry and is an open space with modular tables and chairs that can be configured for meetings, classroom style, or row seating accommodating up to 30 people.
- Room chair/table set up is included.
- Facility rentals include use of selected equipment, water cooler, refrigerator, sink, and microwave. *We do not provide kitchenware.*
- Accessible washrooms.
- Free street parking is available. 2-hour maximum time limit from 9 am to 5 pm daily. *No parking restrictions on Sunday.*
- LCD projector and screen are available for a fee.
- Massage tables are available for a fee to groups who have a suitable need.

RENTAL FEES & GUIDELINES

Fees for use are during our regular business hours Monday to Thursday, 9:00 am – 4:30 pm (all year) and Fridays 9:00 am-3:00 pm (except in July and August as we are closed on Fridays in the summer)

Quarter Day (up to 2 hours)	\$75 plus GST
Half Day (up to 4 hours)	\$125 plus GST
Full Day (up to 7 hours)	\$225 plus GST
LCD projector and screen including AV set up	\$75 plus GST
Massage table rental	\$15 per table plus GST

Additional fees for evening & weekend rentals

The following fees apply to all times during which the MTAM office is normally closed including after hours on regular business days, Saturdays and Sundays year round and Fridays in July and August.

Additional hours on regular business days	\$25/hour plus GST
Half Day (up to 4 hours)	\$190 plus GST
Full Day (up to 7 hours)	\$275 plus GST <i>plus \$30/additional hour</i>

Depending on the nature of your event you may be required to have a **room steward**. If a room steward is needed outside of regular business hours a fee of \$18/hour will apply (minimum three hours). **Contact MTAM to discuss your event.**

MTAM MEMBER RENTALS/USE OF THE FACILITY

For events as above, the MTAM Education Centre is available to members at 15% off the rates listed.

For small groups of members who would like to use the centre to meet with respect to the profession, continuing education and for other non-commercial purposes that are in line with purpose of the Centre (e.g. book clubs, staff meetings, networking catch ups, profession-related group discussions), the MTAM Education Centre can be used during regular business hours for hospitality (coffee, tea, cookies) and housekeeping rates:

Quarter Day (up to 2 hours)	\$10 plus GST
Half Day (up to 4 hours)	\$15 plus GST
Full Day (up to 7 hours)	\$25 plus GST

RENTER EXPECTATIONS

- Clean up is to be done during the rental period. This includes removal of any items brought into the facility, garbage, etc.
- Participants may have food and beverage in the facility but are expected to keep the space clean and free of spills.
- Renters have access only to the room rented.
- Common spaces are not included in the rental and cannot be used for any portion of the rental activity.
 - * Examples: Reception area, hallways, etc.
- Prices subject to change without notice.
- Teaching materials/posters:
 - * Items can be hung on walls with painters' tape or 'fun tak' only.
 - * No tacks, staples, packing tape or duct tape.
 - * Use of matches, lighters or open flame is not permitted. For example - fire cupping, moxibustion, etc.

- Cleaning Responsibilities:
 - * Remove all items from walls
 - * All items brought in must be removed after the event
 - * Wipe down counters and any kitchen items and massage tables used
 - * All garbage and recycling must be disposed of into our bins at the rear of the building
 - * All cleaning supplies and garbage bags will be provided.
- The Renter agrees to vacate the Centre at the scheduled conclusion to their event and after any clean up, as required. An additional \$30 fee will be added for each additional ½ hour beyond the contracted time of the event and the renter may lose future scheduling privileges

VOLUME AND PREFERRED RENTER RATES

Preferred renter and rates for regular use of the Centre can be negotiated.

DEPOSIT POLICY

The Renter shall pay fifty percent (50%) of the total rental fees as a deposit (“the Deposit”). The balance of the rental fees will be payable not less than fifteen (15) days before the Event (“the Balance Payment”). The MTAM shall have the option to terminate the agreement in the event that Renter fails to make the balance payment as required.

CANCELLATION & REFUNDS POLICY

In the case of a cancellation up to 7 days (including the seventh day) before the event date, 25% of the entire rental fee will be non-refundable to cover administration time for the booking.

In the case of a cancellation 7 days (including the seventh day) or less or for no shows, 50% of the entire rental fee will be non-refundable

Cancellations of evening and weekend events will also be responsible to pay the Room Steward a \$25 fee.

LATE PAYMENTS

In cases where payments were not received prior to the cancellation, groups will instead lose their future scheduling privileges with the MTAM Education Centre.

BOOKING CHANGES

Any changes to bookings must be received by email and may be subject to an administration fee at the discretion of the MTAM staff.

RENTAL FORM

Please submit the following completed form to info@mtam.mb.ca

Note, once we have reviewed your request you will be contacted by the MTAM to confirm whether your booking can proceed.

Today's Date: Contact Person:
Main contact who will be in attendance at event.

Organization Name:

Address:

Phone: Email:

Event Date(s) & Time(s): *Please include the date(s) requested as well as specific start and end times for each date requested.*

DATE REQUEST 1		DATE REQUEST 2		DATE REQUEST 3		DATE REQUEST 4		DATE REQUEST 5	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME

Regular Business Hours Rental | *Fees for use during regular business hours. Mon-Thurs, 9am - 4:30pm (all year), Fri 9am-3pm (except in July and August).*

Quarter Day Up to 2 hours | \$75 plus GST
 Half Day Up to 4 hours | \$125 plus GST
 Full Day Up to 7 hours | \$225 plus GST
 Additional Hours Regular hours | \$25/hr plus GST

Evening & Weekend Rental | *Fees for use including after hours on regular business days, Saturdays and Sundays year round and Fridays in July and August.*

Half Day Up to 4 hours | \$190 plus GST
 Full Day Up to 7 hours | \$275 plus GST
 Additional Hours Regular hours | \$30/hr plus GST

Room Set up: *Please fill in the number of participants needed set up (if required).*

Classroom (chairs and tables) for participants. | Row seating for participants.

Open floor space for participants. | Massage tables set up for participants.

Additional Service Requests: *Please see the Facility Rental Guide for full descriptions of the services below and what is included for each.*

AV \$75 plus GST
 Steward \$18 per hour (minimum 3 hours)
 Massage Tables \$15 per table plus GST

Type/Description of Event: *Please provide a full description of your event including number of guests. See the Facility Rental Guide for restrictions.*

No. of Participants:

Other Requests:

By completing this form and checking this box the organizer of the event named on this rental form agrees to all terms and conditions as described in the Facility Rental Guide on behalf of the organization named above should their event be approved.

For Internal Use Only: Approved Declined Amount to Invoice: