

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Objective of the Policy

The Municipality of Morin-Heights has adopted a Policy governing the rental of rooms according to clear and fair criteria. The infrastructure managed by the Municipality of Morin-Heights must be accessible to all residents and local organizations.

Definition of Members

Residents of Morin-Heights:

Any person who has their main residence in Morin-Heights or who pays taxes to the Municipality of Morin-Heights (owner, tenant, resident, merchant, etc.).

Non-residents:

Any person who does not reside in Morin-Heights and does not pay taxes to the Municipality of Morin-Heights.

Groups:

Any organization, group of citizens or private group.

Description of the Chalet Bellevue

Address 27 Bellevue Str., Morin-Heights (Québec) J0R 1H0
Phone number 450 226-3232, ext. 132
Email chaletbellevue@morinheights.com

The Chalet Bellevue is Morin-Heights' community centre.

The Municipality acquired the 27 Bellevue Street property in the summer of 2015 when the Plamondon family decided to cease operations of the retirement residence, Château des Aînés. The building has been renovated and updated to become Morin-Heights official community centre. In addition to services related to physical and outdoor activities, the chalet has facilities on three floors for conferences, plays, concerts, meetings and many different types of activities or events. Close to Basler Park and the Aerobic Corridor, Chalet Bellevue is a venue that is appreciated by all.



POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Chalet Bellevue is open seven days a week. Various rooms are available to users and can also be rented by private individuals. Daytime rentals are permitted between 9:00 and 16:00, while evening rentals are permitted from 16:00 to 23:30.

Renters must be aware that they are in a community centre that remains open and accessible to the public, even if they rent privately. Consideration must be given to cohabitation with the usual activities taking place at the Chalet Bellevue.

Please note that Chalet Bellevue is also the designated emergency site. All activities taking place inside the building could be cancelled should the emergency protocol be activated.

Room Description

Ground floor rooms

Multipurpose Room 1

Capacity: 265 people Dimensions: 61' x 28'

Purpose of the room: shows, conferences, receptions, exhibitions, etc.

Multipurpose Room 2 (open-plan, non-private)

Capacity: 60-100 people Dimensions: 29' x 28'

Purpose of the room: leisure, meetings, 5 @ 7, presentations, exhibitions, etc.

Multipurpose Room 3

Capacity: 50 people Dimensions: 19' x 28'

Purpose of the room: meetings, lectures, exhibitions, conferences, etc.

Kitchen

Dimensions: 21' x 14'

Material included: stove, refrigerator, sink, microwave, and work surfaces (the renter must provide any additional equipment).

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Second-floor rooms:

Multipurpose Room 4

Capacity: 70 people Dimensions: 51' x 28'

Purpose of the room: physical activities

Multipurpose Room 5

Capacity: 48 people Dimensions: 32' x 30'

Purpose of the room: physical activities

Description of Available Material

Free equipment included with room rental:

- Wooden bar on wheels
- Chairs
- Wooden easels
- Audio equipment with built-in loudspeaker available for rooms 1 and 2
- Lectern
- Projector, screen and laptop, including connection equipment
- Six-foot rectangular tables
- Five-foot diameter round tables

Equipment available for rental, subject to availability:

- Exhibition display equipment
- Professional lighting for room 1* and console
- Bluetooth speaker
- Microphone and sound system
- Removal of curtains from windows in room 1 (costs incurred if desired by tenants)
- Stage curtains
- Stage (various sizes)
- Television and HDMI cable (renter must bring a computer with HDMI input)

*Professional lighting in room 1 may be available for rental. Still, it is the responsibility of the renter to hire a professional to operate the lighting and equipment at the time of booking.

No loan of the following equipment:

- Kitchen utensils and cooking equipment
- Furniture for Council meetings
- Tablecloths

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

- Emergency workstations

Regulations

- The use of nails, pins, screws, tape or blue adhesive putty on the walls for the installation of your posters or decorations is forbidden. Whiteboards and bulletin boards are available for display and advertising.
- It is forbidden to light candles or use confetti or glitter.
- No additions to the building structure are permitted (e.g., hanging from lights, columns, harrows, curtain rails, etc.).
- Anyone intending to sell or serve alcoholic beverages at the event must notify the hall attendant staff and obtain a meeting permit from the *Régie des alcools, des courses et des jeux* (two to three weeks' notice).
- According to the Tobacco Control Act, smoking inside and outside any facility is prohibited within a nine (9) metre radius.
- In case of emergency, follow the emergency procedures posted on the premises.
- Participants must remove all of their personal effects from the premises by the end of the event.
- The tenant and the room users must notify the person in charge of room rentals of any damage observed or occurred while using the room.
- Thirty (30) minutes at the beginning and end of the rental period are granted free of charge for the set-up and takedown of personal belongings. If this takes longer than 30 minutes, a fee will be charged at the hourly rate applicable to the room.
- Frying is not permitted at Chalet Bellevue. Furthermore, cooking food using vegetable oil or animal fats that produce greasy fumes (eggs, bacon, steak, etc.) is forbidden.

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Pricing Chart

Groups:

Organizations and groups not recognized by the Municipality must refer to the resident or non-resident rates according to the address of their head office.

Residents:

	Hourly rate	Daily rate (6 hours +)
Room 1	\$50	\$315
Other rooms	\$35	\$210
Kitchen	\$35	\$210
	\$70 per day, with rental of any other rooms	

Anyone wishing to rent a room must provide proof of residency to benefit from the resident rate and must be present during the event.

The following proofs of residency are accepted (issued within the last twelve months):

- Drivers licence
- Municipal or school tax bill
- Utility bills (landline or mobile, electricity, cable TV)
- Government correspondence
- Notarized bill of sale

Non-residents:

	Hourly rate	Daily rate (6 hours +)
Room 1	\$100	\$630
Other rooms	\$70	\$420
Kitchen	\$70	\$420
	\$140 per day, with rental of any other rooms	

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Reservation

For reservation information, please contact the reception desk at 450 226-3232, ext. 132 or by e-mail at chaletbellevue@morinheights.com.

Priority will be given to the Municipality should it need the facilities for its own use.

Any resident, non-resident or organization wishing to use a municipal facility must complete the reservation form. The document is available on the municipal website: www.morinheights.com. When completed, the document must be sent to the person in charge of rentals by e-mail: chaletbellevue@morinheights.com or dropped off at 27 Bellevue Street. Hall rental attendants will contact the lessee to confirm availability. The contract signature and deposit officially confirm the reservation.

Any tenant wishing to broadcast music during their classes must ensure that they pay the appropriate copyright fees to the individuals or institutions concerned.

The Municipality reserves the right to offer the most appropriate room for the activity, subject to availability. All reservations must be made within six months.

Payment methods

Security deposit:

Upon signing the lease, the tenant must provide a deposit of 25% of the total cost of the rental. No reservation can be confirmed without a deposit. The deposit will not be refunded in the event of cancellation by the renter less than seven days before the event. An additional deposit of \$100 will be required to rent specialized equipment (stage, lighting, sound system), which will be refunded following the event and inspection of the equipment. In the event of breakage or damage, the full cost of repairs or replacement will be charged.

Rental fees:

The total cost of the room rental must be paid before the activity is held.

POLICY

GOVERNING THE USE OF THE ROOMS AT CHALET BELLEVUE

Exceptions

- To ensure that the rooms are used judiciously, the Municipality reserves the right to refuse to rent a room.
- Priority will be given to the Municipality should it need the facilities for its own use.
- To preserve the good condition of the black fabric chairs and round or rectangular black tables, none shall be loaned out or rented to be removed from the Municipal premises.
- Council can override this Policy.

Penalties

Any lessee of the hall who fails to respect the rules of the present contract agrees, as the case may be:

- to pay the costs incurred to repair damage to equipment belonging to the Municipality;
- forfeit his deposit for failure to comply with this contract;
- pay cleaning costs if the premises are not restored to their original state.