



POLICY ROOM RENTAL

PREAMBULE

The Merry House offers the possibility of renting its spaces to public and private organizations and residents for meetings, get-togethers, training sessions, courses, or activities. Family-oriented and/or social activities (weddings, christening or funeral receptions, birthday parties, etc.) as well as company celebrations, etc. may also be eligible.

OBJECTIVES

Define the eligibility criteria, renter's responsibilities, conditions for rentals, pricing parameters, and instructions on room rental based on Merry House's vocation and the availability of spaces.

ELIGIBILITY CRITERIA

Any public or private organization, as well as any individual 18 years of age or over may submit a request to rent rooms.

While recognizing everyone's right to the freedom to express one's opinion in a spirit of tolerance and respect for others, every resident and every public or private organization renting space at the Merry House thereby commits to abide by the principles of secularism and political neutrality.

Therefore, no activities of a political, or religious nature shall be permitted, regardless of the organization or individual holding them. Furthermore, the Merry House reserves the right to analyze requests in terms of the activities to be offered on its premises and the clientele to be served.

THE RENTER'S RESPONSIBILITIES

In the case of rental by an organization, a person must be designated as being in charge of the rental. This person in charge must fill out the rental request form.

The renter must ensure that the *Tobacco Act* and any other applicable law (gambling, alcoholic beverages, etc.) are respected.



MAISON MERRY
MAGOG'S CITIZEN SITE
OF MEMORY

INFO@MAISONMERRY.CA
819 201-0727
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708, RUE PRINCIPALE OUEST
MAGOG (QUÉBEC)
J1X 2B3

Liquor license fees

The cost of a liquor licence is not included in the rental cost. If alcoholic beverages are to be served, it is the renter's responsibility to obtain a [liquor licence](#) from the *Régie des alcools, des courses et des jeux du Québec* and to post it at the site.

To obtain a licence, the renter must contact the *Régie* at least one (1) month before holding the activity:

Régie des alcools, des courses et des jeux du Québec
 1, Notre-Dame East Street, office 9.01
 Montréal (Québec) H2Y 1B6
 Phone: 514 873-3577 or 1 800 363-0320
 Form and regulations available online: www.racj.gouv.qc.ca

Breakage or damage to the premises or the materials or equipment

It is forbidden to perforate, nail or tape ducts or bedbugs on the walls, ceiling and floor of rented rooms. Confetti, the use of fire (real candles), portable cooking appliances and propane gas cylinders are also prohibited inside the building.

In the event of breakage or damage to the premises or the materials or equipment, the following procedure shall apply: the Merry House shall inform the renter of the breakage or damage, conduct the necessary repairs, and submit a bill to the renter for the surplus amount.

The Merry House is not responsible or liable for any theft, loss, damage or breakage of materials or equipment provided by the renter within its premises.

Before leaving the premises

The renter must return the room to its original state, and follow the diagram posted in the room. If the renter leaves the premises in a state deemed by the Merry House to be unsatisfactory, the following procedure shall apply: the Merry House shall inform the renter of the maintenance to be done, conduct this maintenance, and submit a bill to the renter for the surplus amount.

RENTAL CONDITIONS

Rental requests may be submitted at any time by phone at 819-201-0727.

The Merry House offers the rental of its spaces for half or full day. It is important to note that the duration of the rental includes the time of preparation and cleanup of the room. In addition, the renter can only access to rented space for the time allocated in its contract. The rental for half a day is only possible for the following hours: from 8 a.m. to 12 p.m. or from 1 p.m. to 5 p.m.

Availability

The Nouryon room is available at all times. As for the rest of the building: the Desjardins Hall, the lobby, the main building, the outdoor grounds and the whole house are available for rent only when Merry House is closed to the public. Please take note that some



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exceptions to the schedule may apply, according to the spaces rented and the Merry House's opening hours. For example, the Desjardins Hall is only available outside business hours, because it is an exhibition room during the day. Please contact us for the detailed availabilities for the wanted spaces.

In the event of a long-term rental (eight weeks or more), the renter can make an agreement with the Merry House on another method of payment than those listed below. The maximum period for a lease is one year.

Payment Policy:

The total amount of the rental must be paid in full upon reservation.

A credit card number is required for booking. If necessary, additional fees may be added to the billing, (breakage of equipment, unsatisfactory state of the room, etc.).

Cancellation:

If the rental is canceled 10 business days or more before the scheduled date, all fees will be refunded to the renter.

If the rental is canceled less than 10 business days before the scheduled date, 50% of the fees will be refunded to the renter.

Termination or suspension of the rental contract:

Any rental contract may be suspended or terminated without prejudice under the following conditions:

- *A force majeure*, including broken pipes or defective heating;
- The contract of any individual or organization not respecting the rental conditions may be terminated without prejudice and that individual or organization may be prohibited from renting space in the future;
- If the renter has not left the premises at the end of their rental period, they will be expelled.



ROOMS AND PRICES¹

The rates for renting a room at the Merry House are as follows:

Rental Spaces	Maximum Capacity	Day	Half day ²
Desjardins Hall	60	200 \$	150 \$
Lobby + Main building	65	415 \$	365 \$
Nouryon Hall	50	175 \$	125 \$
First floor (Desjardins Hall + Lobby + Main Building)	125	515 \$	465 \$
The whole inner House (First floor + Nouryon Hall)	200	600 \$	550 \$
Outdoor grounds (+ an indoor room of your choice)	200	325 \$	275 \$
The whole House (indoor and outdoor)	200	765 \$	715 \$

The rental of the outdoor lot must always be combined with the rental of an indoor room (any hall available). In the case of a multiple rental by the same customer, a 50% discount applies on the price of the cheapest space.

On-site indoor equipment

- Sound system. The renter must provide the digital music player or other device broadcasting the music
- Fixed projector screens (available in the Multipurpose Hall and the Activity Hall). The renter must provide the computer or any other device broadcasting the presentation.

On-site outdoor equipment

- Outdoor electrical outlets (on the terrace)
- 8 outdoor bistro tables (on the terrace)
- 16 outdoor chairs (on the terrace)

Other

- 16 folding tables of 6 x 2.5 feet (white, gray feet)
- 60 folding chairs (gray cushion, black legs)

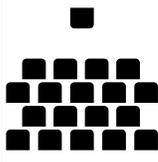
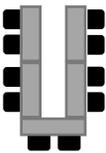
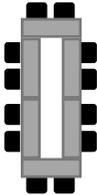
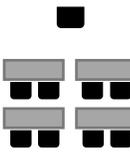
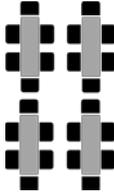
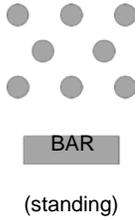
There are no additional charges for the rental of the Merry House's equipment. The rental of any other equipment is at the customer's expense but can be coordinated by the Merry House. The kitchen (fridge, microwave, toaster oven and convection oven) is accessible for caterers. Note: there are no dishes or tablecloths available.

¹ Corporate members and ambassadors benefit a 15% discount on room rental.

² Half days are only available from 8 to 12 am and 1 to 5 pm.



Table of capacities and provisions

	Theater	U	Reunion	Class room	Banquet	Cocktail
Rental spaces	 (sitting)					 (standing)
Desjardins Hall (gf – temporary exhibition) 63.1 m ² (9 x 7 metres)	56	26	36	36	60	60
Nouryon Hall Basement 49.2 m ² (6 x 8,3 metres)	50	23	30	32	50	50
Lobby 50.7 m ²	-	-	-	-	-	30
Main building (gf – permanent exhibition) 4-room enfilade	-	-	-	-	-	35
Terrace* Outdoors, 56 m ²	40	25	25	25	25	50
Lakeside* Outdoors, 522 m ²	200	-	-	-	200	200
Main Street side* Outdoors, 424 m ²	100	-	-	-	100	100

* The maximum outdoor capacity in all areas is up to 200 people.

PRIORITIES

Priority will be given on a “first-come, first-served” basis. Notwithstanding the above, the Merry House reserves the right to analyze requests based on the activities to be offered on its premises and the clientele to be served.

The Merry House may establish site use protocols with certain public organizations, in the best interests of residents. The provisions of this policy do not apply when a usage protocol exists. Should there be a conflict between the sections of this policy and those of an agreement protocol, the protocol content shall prevail.

