

## **LEASING CONDITIONS ANNEX**

### **Service de la culture**

Division des événements publics  
801, rue Brennan, Pavillon Duke - 5e étage  
Montréal (Québec) H3C 0G4  
Téléphone: (514) 872-3911  
eve\_publics@ville.montreal.qc.ca

---

### **Leasing conditions applicable to the Chalet du Mont-Royal**

---

The Chalet du Mont-Royal (also referred to herein as “the Chalet”) offers an exceptional venue for celebrating prestige events. Nestled in the heart of Mount Royal Park, this heritage building is readily accessible to local residents and the numerous tourists who visit it daily. To ensure the smooth running of all events as well as compliance with the Short-Term Lease Agreement, lessees are required to abide by the specific leasing conditions applicable to this facility.

Appended to this document is the Technical Data Sheet for the Chalet du Mont-Royal, which forms an integral part here of.

### **Lease specifications**

Le Chalet du Mont-Royal can be only rented for noteworthy metropolitan, national and international events that help promote Montréal. These events can be of formal, social, institutional, honorary or cultural nature. The chalet can welcome galas, cocktails, banquets, official receptions, fundraising dinners, special activities during conventions, etc.

### **Periods of availability**

The Chalet du Mont-Royal is available all year round except during the following periods:

- Long weekends;
- During the Christmas Holidays (from mid-December to mid-January);
- During a major event or a big gathering requiring the closure of Chemin Remembrance or Voie Camillien-Houde, the access roads leading to the Chalet;
- It is allowed to reserve one event per week.

### **Rental fees**

The rental fees, including all taxes, are in effect until December 31, 2019.

Registered charities that have their business head office in the agglomeration of Montréal benefit from a 25% reduction.

- 12 hour period (minimum): \$7 300
- Each additional 3 hour period: \$1 350

## **The rental fees for the Chalet du Mont-Royal include:**

- the Chalet's Salle des Pas perdus with no furnishings
- the caterer space
- the west balcony
- the steps
- the cloakroom (racks and hangars not included)
- personnel assigned to general surveillance and chalet cleanup
- electricity and extra power supply extra
- the bypassing of the fire alarm system
- crowd control stanchions
- parking for five (5) vehicles near the Chalet, including one place for the caterer
- the issuance of parking, delivery and traffic permits

Please note that the following items are no longer included in the rental of the Chalet du Mont-Royal: the mezzanine, the ex-archives room and the refrigerator.

## **Term of lease and specific details**

- The term starts when the lessee takes possession of the premises (Assembly and disassembly included)
- The maximum rental period is 24h
- The event must end by no later than 1 a.m.
- The Chalet must remain open to the public until 4 p.m. Thereafter, the lessee shall have exclusive use of the Chalet, except for the basement toilets, which must remain accessible to park users until 8 p.m. via the outdoor entrances provided for this purpose
- The installation of marquees (entrance canopies) and tents is prohibited on the balconies and steps.

The esplanade and the Kondiaronk lookout may not be used for private events at any time. They must remain accessible at all times to visitors and citizens. Ville de Montréal asks for the lessee's collaboration in protecting the outdoor vegetation.

Lastly, the Chalet is subject to Québec's *Tobacco Act*.

## **Installation of equipment and decorative items**

For information on the safety rules applicable to the layout of the Chalet, the lessee must refer to the *Guide to the Fire Safety Rules for Chalet du Mont-Royal* of the Service de sécurité incendie de Montréal.

Indoor decorations may be put up upon presentation of a layout plan that must meet the requirements of the Service de sécurité incendie de Montréal. This plan must include the equipment and appliances used by the caterer. The final layout of the hall must correspond to the approved plan and must take into account any instructions specified in the authorization granted.

No architectural features, ceilings or artwork may be hidden from view.

Only sound and lighting equipment may be suspended from the ceiling. Before hanging anything, the lessee must check the condition of all the anchoring nodes. In order to hang equipment, the lessee must comply with the Technical Data Sheet for the Chalet du Mont-Royal.

Tools and materials must be handled with caution (see *Technical Data Sheet for the Chalet du Mont-Royal*) in order to preserve the condition of the Chalet.

Sound system tests may not last longer than 30 minutes.

The lessee must take down and remove all equipment and decorations used for the event as soon as it ends.

## **Catering service**

The lessee must obtain a permit from the Régie des Alcools, des Courses et des Jeux (RAJQ) in order to allow the sale and consumption of alcohol during the event. To do so, the lessee must enclose a letter of authorization from the Division des événements publics of Ville de Montréal with its permit application.

The caterer must provide its own food-services equipment, given that the existing equipment in the caterer space are reserved exclusively for the use of Ville de Montréal personnel. Food preparation must be done in this space.

No cooking is permitted inside the Chalet; only food-warmers may be used. For more details, the lessee must consult the *Guide to the Fire Safety Rules* of the Service de sécurité incendie de Montréal.

The caterer must leave the premises in the same condition as which they were found.

**The lessee must remove, at its own expense, any refuse and debris generated by the event. Ville de Montréal strongly recommends recycling and composting. Here is a non-exhaustive list of eco-friendly organizations specializing in garbage and recyclables and whom the lessee may wish to contact: Consortium Écho-Logique: [www.echologique.ca](http://www.echologique.ca), Go Environnement: [www.goenvironnement.com](http://www.goenvironnement.com) et RCI Environnement: [www.rcienvironnement.com](http://www.rcienvironnement.com).**

## **Security**

The lessee must retain, at its own expense, the services of security guards who must:

- From 4 p.m. to 8 p.m., inform citizens that an event is being held, and direct them, if needed, to the washrooms in the basement. In addition, they must make sure that no citizens enter the Salle des Pas perdus;
- As of 8 p.m., inform citizens that the Chalet will be completely closed to the public;
- If necessary, rope off and supervise the accesses to the steps by using crowd control poles to prevent the guests attending the event from entering the public areas with alcoholic beverages;
- Limit unauthorized vehicle traffic beginning where the “Authorized vehicles only” sign prohibiting access is posted.

## **Parking**

The lessee’s guests, employees and subcontractors, must park their vehicles in the #117 parking lot near Maison Smith, at their own expense or that of the lessee.

If the lessee wishes to provide its guests with parking, it may enter into a specific agreement to this effect with Stationnement de Montréal by calling 514 868-3737, by fax at 514 868-3744 or by email at [sac@statdemtl.qc.ca](mailto:sac@statdemtl.qc.ca).

## **Delivery, traffic and parking permits**

To drive on the road between Maison Smith and the Chalet, the lessee must obtain a permit from the Division des événements publics of Ville de Montréal. The lessee must submit all delivery, traffic and parking permit applications to the person responsible for its file, at least five (5) business days prior to the event. Each permit must be placed on the windshield of the vehicle on the driver's side.

## **Delivery permits**

All merchandise must be delivered to the balcony located on the west side of the Chalet. After delivery, the delivery vehicles must be parked in #117 parking lot.

## **Traffic/shuttle permits**

The lessee must ask its guests to walk from the parking lot (5 to 7 minutes) to the Chalet. However, if it so desires, the lessee may offer a shuttle service, and may make, at its own expense, its own arrangements with private carriers. A shuttle service between the parking lot and the Chalet du Mont-Royal. This service can be provided by carriages or minibuses for 20 or fewer passengers. However, taxis are not permitted.

## **Parking permits**

The lessee is entitled, without charge, to a maximum of five (5) parking spaces, including one for the caterer. The vehicles, each equipped with a parking permit, must be parked on the east side of the Chalet, as indicated by the on-site signage. Access to the chalet must be unobstructed.

**No vehicles are allowed on the esplanade or the Kondiaronk lookout.**

## **Administrative procedures**

At least ten (10) days prior to occupying the premises, the lessee must submit an insurance/civil liability policy with overall coverage of two (2) million dollars (\$2,000,000.00) per claim, for bodily injury and property damage resulting from its occupancy of the leased premises and in which Ville de Montréal is designated as a co-insured. Only insurance companies authorized to do business in Québec will be accepted. The lessee must consult the following website: [www.lautorite.qc.ca](http://www.lautorite.qc.ca). This policy must be in effect for the entire period during which the lessee occupies the premises.

To confirm the reservation, a non-refundable deposit of one thousand dollars (\$1,000.00) is required and must be remitted to the Division des événements publics within 30 days of the official acceptance of the reservation. This amount will be deducted from the total rental fee. The final payment must be made at least 30 business days prior to the event. The deposit and balance of payment are payable by certified cheque or bank draft to the order of Ville de Montréal.