**East St. Paul Banquet Hall Rental Information**

The East St. Paul Banquet Hall is located upstairs in the Arena at 266 Hoddinott Rd.

It is newly renovated and will accommodate 237 people.

3,698.94 square feet

**Cost:**

* 12 Hour Rental
	+ Currently the cost to rent this space is $255.18 plus GST $12.76. The damage deposit is $250.00 and is returned at the end of your rental, pending no damage. This covers a 12-hour rental period.
	+ All cleaning, set up and tear down must take place during this period
* 6 Hour Rental
	+ Currently the cost to rent this space is $127.65 plus GST $6.38. The damage deposit is $250.00 and is returned at the end of your rental, pending no damage. This covers a 12-hour rental period
	+ All cleaning, set up and tear down must take place during this period

**Included with the hall rental:**

* Tables (13 round and 21- 8 foot rectangle)
* Chairs (204)
* 2 large coat racks
* Elevator
* Men & Women washrooms
* Kitchen: two stoves and ovens, 1 fridge/freezer combination, 1 double commercial sink, 1 coffee pot, 1 coffee percolator, 8 coffee/hot water urns, 1 microwave, and plenty of counter space. *The kitchen does not include any dishes, utensils or coffee accessories.*

**Renters are required to provide:**

* Alcohol
* Mix
* Ice
* Cups
* Cutlery
* Food
* Serving utensils and bowls
* Decorations

**In order to book the hall, all renters must submit:**

* Signed Rental Agreement
* Liability Insurance – *Either provided on own or obtained through the RM at cost.*
* Refundable Damage Deposit
* Rental Fee – *cost to be discussed, due at time of booking*

**If you are serving ALOCHOL at your event, you must obtain:**

* Liquor Permit – *Must provide a copy to the RM*

**Important Notes:**

* Renters are required to set up and take down all chairs and tables.
* Renters are required to clean after their event. *This includes sweeping, mopping, wiping of tables, emptying of garbage, cleaning kitchen and other necessary cleaning related to event. The hall must look as it did when entered.*

**Methods of Payment:**

* Payment of the rental can be made in 1 of 3 ways:
	+ E-transfer to recreation@eaststpaul.com (password: RECREATION)
	+ Cash, debit, cheque to 2801 Gateway Rd, East St Paul. Between the hours of 8:30 am to 4:30 pm, Monday to Friday. We are closed on stat holidays. Cheques can be made to “RM of East St Paul”.
	+ ***If you would like to pay after hours, please drop cheque into the grey metal drop box outside the front door of 2801 Gateway Rd.***