

ROOM RENTAL POLICY

CORPORATE EVENTS

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Espace pour la vie – Business Strategies and Development

Information – Rental department: 514-872-0859 | eplv.locations@montreal.ca

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Cover page: © Espace pour la vie (Marie-Joëlle Filion)

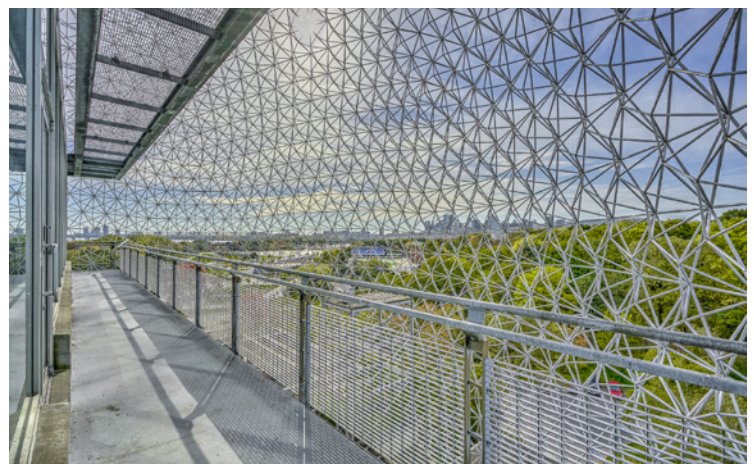


ROOM RENTAL POLICY

Panoramic room, Biosphère
© Steve Caron

The Ville de Montréal's Espace pour la vie department (hereinafter "Espace pour la vie") is made up of the Biodôme, the Biosphère, the Jardin botanique, the Insectarium and the Planétarium. Together they form Canada's largest natural science museum complex—a major active, outward-looking hub of biodiversity in an urban environment. In addition to its regular activities, Espace pour la vie rents out space for the holding of private events, in a setting that is unrivalled in Montréal.

Why not consider combining your rental with a visit to one of our museums? That way you can offer your guests a chance to explore Espace pour la vie and give your event a unique touch.



Biosphère
© Steve Caron



OBJECTIVES

Main Hall, Planétarium
© Steve Caron

The purpose of this policy is to set out the conditions and procedures for renting rooms at Espace pour la vie. It defines the eligibility criteria and the rental terms, clearly stipulates the rights and obligations of lessees and ensures that all room rentals comply fully with the vocation and mission of Espace pour la vie, while at the same time fostering responsible management practices consistent with sustainable development.



Chaos Theater, Planétarium
© Tora Chirila



ELIGIBILITY CRITERIA

Dome, Insectarium

© Fabrication Atelier Aktuel, photo Diem Photographie

Any organization, whether public or private, as well as any individual aged 18 and over, may submit a room rental application for the purpose of holding private or corporate events or activities that meet the terms and conditions of this policy. Under the policy, private or corporate events or activities include private and corporate parties, conferences, meetings, training sessions, award presentation ceremonies, launches, cocktail parties, banquets and shows, as well as any other events or activities of a similar nature.

As Espace pour la vie has limited rental capacity, it cannot accept all the eligible applications it receives.

The order of room rental priority is as follows: Espace pour la vie's program, education and research activities; Espace pour la vie's partner organizations; other Ville de Montréal departments; public and private natural science organizations; and all other categories of users.

Espace pour la vie will refuse any rental application for the holding of events or activities deemed incompatible with its cultural and scientific vocation or mission, including, though without being limited by what follows, any rental application for the holding of the

following events or activities: civil or religious weddings, including all related receptions, christenings, funerals, and the celebration of religious ceremonies and rituals. In this regard, the planned event or activity must be presented to Espace pour la vie as part of a rental application, and it reserves the right to request whatever further information it deems necessary to make a decision.

While acknowledging everyone's right to express their views freely in a spirit of tolerance and respect for others, every individual, as well as every organization, whether public or private, which rents a room from Espace pour la vie undertakes to uphold the principles of secularism and ideological and religious neutrality.

Any individual or organization that fails to respect any of the rental conditions, including this policy, may have its leasing agreement cancelled immediately, without having any claim to any compensation whatsoever, and may, at Espace pour la vie's discretion, be declared ineligible for any other rental agreement.

RENTAL RATES

Room rental rates are consistent with the Ville de Montréal rate bylaw currently in force and are posted on the Espace pour la vie website, under the Room Rentals tab. A 50% reduction in rental rates is available for non-profit organizations and departments of the Ville de Montréal.

Additional fees (for example, for parking, maintenance, security, other human resources) may apply, depending on the spaces you rent and the activities you organize. To find out the exact cost of a rental, as well as any fees you will be charged on top of the actual rental cost, please contact Espace pour la vie's rental department.

ROOM AVAILABILITY

The spaces available to rent at Espace pour la vie are public spaces, which means they are accessible to visitors and users during opening hours. Room availability therefore varies with whatever programs and activities are being run, and the organization of private events has to respect our visitors and users, who must have access to the museums in their entirety.

Set-up and take-down times required for holding events must be approved by the rental department. Espace pour la vie must be able to guarantee that spaces have been returned to their usual state ready to receive the regular public by 9 a.m. This includes the dismantling of anything set up for a special event, the cleaning required by museum crews and returning permanent furniture to its normal place, as needed. Instructions to various event organizers and suppliers must reflect this reality. Please note that Espace pour la vie has only limited storage space available and that this space is not secure. The rental department must therefore be notified about the type of equipment delivered and the number of items to be stored, so that arrangements can be made.



Reception Hall, Insectarium
© James Brittain



Entrance Hall, Biodôme – © Espace pour la vie

Lessees (renters) undertake, in their advertising, not to mention or suggest, in any way whatsoever, that the activity that will be held in the rented space is an Espace pour la vie activity or that it is sponsored by Espace pour la vie if that is not the case. Lessees alone are responsible for promotion, ticket sales and greeting the public when private events are held in Espace pour la vie rooms.

Lessees must designate a person in charge who will act as intermediary throughout the process related to using the rented spaces, providing the organization's full contact information and the information required for good planning of the event.

The lessees whose signature appears on the leasing agreement expressly undertake to inform all members of the group and all participants in the event or activity for which the space is being rented about the terms and conditions of the agreement. The lessees state that they agree to all the rental terms and conditions provided for and stipulated in the schedule to this policy, and agree to take all means and to give all instructions required to ensure faithful execution thereof by all of the members of their group and all participants.

The lessees further undertake to abide by any additional instruction that could be issued by Espace pour la vie before or during the holding of the activity, so as to ensure the preservation of the buildings, works of art and collections of the Espace pour la vie museums.



RESPONSIBLE EVENT MANAGEMENT

Reception Center,
Jardin botanique

© Steve Caron

In all its initiatives and activities, Espace pour la vie follows the principles of sustainable development. This commitment is part of its desire to get people to shift their lifestyle toward a model of accountability and sustainability that is inspirational for all. All our activities revolve around nature: it's our *raison d'être*, our motivation and our source of inspiration. In managing its facilities and operations in a sustainable and environmentally friendly way, Espace pour la vie is setting an example from which people can draw inspiration and that can help them reconnect with nature. From this standpoint, Espace pour la vie wants to encourage users of its rooms to plan greener events by adopting responsible management practices.



Frédéric Back Tree Pavilion, Jardin botanique

© Espace pour la vie

OBJECTIVES

Espace pour la vie would like to set a frame of reference for the holding of ecofriendly events and criteria for determining the obligations of event organizers, based on best practices spelled out in the standard on responsible event management (BNQ 9700-253/2010).

More specifically, the objectives of responsible event management are:

- **Mitigate the adverse impacts of the event**, in particular on the environment (reduction in waste generated, greenhouse gases [GHG] emitted, natural resources used, etc.);
- **Enhance the social and economic benefits** of events (local or fair trade, employment support, reintegration, accessibility, etc.);
- **Have a knock-on effect** on partners, event promoters and suppliers that fosters responsible event management;
- **Help promote** the principles of sustainable development.

CRITERIA

Espace pour la vie is targeting five specific areas of activity that are directly related to the organization of ecofriendly events:

- Procurement and suppliers
- Food
- Residual waste management
- Transportation and GHGs
- Communications

For each area of activity, a list of criteria has been drawn up, and ways of meeting them are suggested in the Practicle guide – Planning an ecoresponsible event, which will be given to lessees when they sign the leasing agreement.

FOLLOW-UP

A two-level tracking system will be set up to determine whether ecofriendly targets have been achieved.

1. The Espace pour la vie event officers assigned to lessees will draw up a report on the ecofriendly measures noted during the event and submit it to the rental department.
2. The rental department will send the lessees a post-event survey questionnaire to find out their level of satisfaction with the rented spaces and their level of achievement of the ecofriendly targets.

This follow-up will enable Espace pour la vie not only to assess the results achieved, but also to propose ways to improve that will further reduce the environmental impact of the events organized on its premises.



Hospitality Greenhouse, Jardin botanique
© Steve Caron



SCHEDULE 1

Frédéric Back Tree Pavilion, Jardin botanique
© Steve Caron

RENTAL CONDITIONS

ARTICLE 1 - OBJECT

1.1 The City leases the premises to the Lessee, including the human and material resources specifically mentioned, described in the first page of this agreement (hereinafter “leased premises”), exclusively for the holding of the event or activity presented to the City and during the leasing period indicated in this agreement, conditional on payment of the total cost of leasing and the other costs indicated and on the Lessee’s commitment to comply with these conditions of leasing and the Rental policy of the City’s Space for Life service.

ARTICLE 2 - TERM

2.1 This agreement ends at the expiration of the leasing period and may not be extended tacitly.

ARTICLE 3 - LEASING PERIOD

3.1 The leasing period relates to the one agreed between the City and the Lessee and appears on the first page of this agreement.

3.2 During the leasing period, occupancy of leased premises must end at midnight (12 a.m.).

3.3 Exceptionally, in the event of occupancy of the leased premises after midnight, a rate of one and a half (1 ½) times the basic hourly rate applies and the costs relating to this occupation must be paid by the Lessee.

3.4 For events taking place outside the opening hours of the institutions under the responsibility of the City’s Space for Life service, fees covering security services are required. These fees are payable in addition to the cost of the leasing.

ARTICLE 4 - PAYMENT

4.1 The leasing cost is determined on the basis of the rates applicable for the rental of the City’s Space for Life service rooms and the leasing period. The leasing cost is specified on the first page of this agreement.

4.2 Upon signing this agreement, the Lessee shall pay a deposit equivalent to twenty-five (25) % of the total rental cost. This deposit is refundable up to fourteen (14) days before the start of the leasing period. After this date, no refund will be granted in the event of termination of this agreement by the Lessee.

4.3 The day after the end of the leasing period, the Lessee must pay the entire balance due. If additional costs have been incurred by the Lessee due to an extension or any other reason, these will be added to the total cost of the rental.

4.4 Other costs not included in the leasing cost, i.e. those relating to security services, must be paid no later than seven (7) days before the beginning of the leasing period.

ARTICLE 5 - LESSEE’S GOODS

5.1 The City is not responsible for the maintenance, safekeeping or supervision of the movable goods supplied by the Lessee and occupying the leased premises, nor for any damage that may result from their presence on the leased premises.

5.2 The Lessee, at the expiration of the leasing period(s) stipulated in this agreement, shall free the leased premises of any movable goods belonging to the Lessee. The City may not be held liable for damages caused to goods left on the leased premises and, at its discretion, may dispose of the goods at the Lessee’s expense.

ARTICLE 6 - LESSEE'S OBLIGATIONS

6.1 The Lessee acknowledges having visited the leased premises and declares it is satisfied therewith.

6.2 The Lessee shall not make any modification to the leased premises without the written permission of the Director of the City's Space for Life service or his authorized representative (hereinafter the "Director") and shall, as the case may be, immediately after the leasing period and at the Lessee's expense, restore the leased premises to their previous condition.

6.3 During the leasing period, a City event attendant will be present on the leased premises; however, the Lessee undertakes to provide, at the Lessee's expense, the personnel necessary for the event to run smoothly (caterer, musician, audiovisual technician, decorator, and others).

6.4 The leasing includes rectangular tables and chairs necessary to accommodate the guests and for the caterer, if applicable. The Lessee must send any other request for material to the Director, as soon as possible.

6.5 It is forbidden to install posters, placards or other advertising accessories inside or around the leased premises, without the Director's prior written authorization, who may make this authorization subject to certain conditions.

6.6 The Lessee acknowledges that the City will be able to enjoy the leased premises as part of the regular activities of the City's Space for Life service and that it will be able to access the leased premises, the peripheral premises and concomitant with them at all times. During the entire leasing period, the Lessee agrees not to obstruct access to the City, its employees and any user of the facilities under the responsibility of the City's Space for Life service.

6.7 The Lessee shall not use, on the leased premises, material that could impair the cleanliness or safety of the leased premises and the buildings; in particular, the use of candles, confetti, balloons, paint and artificial snow is prohibited.

6.8 The Lessee may not use the amplification and lighting system of the leased premises without the Director's prior written authorization. Out of respect for the users of the facilities under the responsibility of the City's Space for Life service, the Lessee undertakes to keep the sound volume at a reasonable level during the museums opening hours.

6.9 The City retains full control of the leased premises and the Lessee shall submit without delay to any directive of the Director; in particular, the Lessee undertakes to comply with all the directives and all the rules on safety originating from the Service de sécurité incendie de Montréal, specifically with regard to room capacity and lighting. The Lessee also undertakes to study and observe the instructions and emergency measures posted on the leased premises and within the building.

6.10 The Lessee undertakes to comply at all times with the laws and regulations in force, including, where applicable, any directive from public authorities and any recommended health measure to ensure the safety of all persons, including that of employees and users of the facilities under the responsibility of the City's Space for Life service.

6.11 The use of propane gas is prohibited, in accordance with the regulations in force.

6.12 Alcohol consumption on the leased premises or on the site is prohibited, except if the Lessee is given prior written authorization by the Director and, for this purpose, has obtained if necessary a permit in the Lessee's name and at the Lessee's expense, issued by the Régie des alcools, des courses et des jeux. It is forbidden to leave the leased premises with a drink in hand, in particular to access other places inside or outside the building housing the leased premises.

6.13 It is strictly prohibited to smoke, vape or consume any illegal substance within the leased premises. Any use of cannabis is also strictly prohibited.

6.14 The City, during the leasing period, may modify or repair the leased premises without the Lessee being able to claim any reduction of the leasing cost and of the Lessee's obligations set out in this agreement or any compensation for any damage that might result therefrom.

ARTICLE 7 - PARKING CHARGES

7.1 The parking charges are not included in the leasing cost, except if the Lessee has paid them beforehand, and only for the number of vehicles indicated in this agreement. These fees are payable in addition to the leasing cost.

ARTICLE 8 - LIABILITY

8.1 The Lessee remains solely responsible for any damage of any nature whatsoever resulting directly or indirectly from this agreement, whether it is caused to the City, to its property or to any person.

8.2 The Lessee undertakes to hold harmless and indemnify the City against any claim and any damage of any nature whatsoever and undertakes to take the City's part and indemnify it in principal, interest and costs against any claim or judgment in this regard, unless such claim or damage is caused by the fault of the City or one of its employees.

ARTICLE 9 - INSURANCE

9.1 The Lessee, at the Lessee's expense, shall provide to the Director, at least ten (10) days before occupation of the premises, a public liability insurance policy granting, per claim, aggregate coverage of at least one million dollars (\$1,000,000) for bodily harm and for property damage resulting from the Lessee's occupancy of the premise, designating the City de Montréal as additional insured in this policy. The insurance policy must be valid throughout the period during which the Lessee has access to the leased premises, even outside the leasing period.

ARTICLE 10 - DEFAULT

10.1 In the event that the Lessee is in default of compliance with the conditions of this agreement, the Director may terminate the agreement as of right and require the Lessee to leave the leased premises immediately, and may retain any sum paid under this agreement, without prejudice to the City's right to claim all damages that may result from such termination.

10.2 The Lessee acknowledges that the City is in no way liable for the default to fulfill its obligations and cannot be held to indemnify the Lessee, if such default results from a strike, picketing, riot, popular agitation, act of a public authority, breakdown of equipment serving the building, force majeure or any other reason beyond the City's immediate and direct control. However, the City will refund the Lessee the full leasing cost, including the charge and the deposit.

ARTICLE 11 - TERMINATION FOR ANY OTHER REASON THAN THE LESSEE'S DEFAULT

11.1 The Director may terminate this agreement at any time at his complete discretion, by means of fourteen (14) days written notice addressed to the applicant. In the event of such termination, any sum paid by the applicant up to that date will be refunded, if the termination occurs before the beginning of leasing and if the Director is not able to relocate the activity to his other premises. Otherwise, if the termination occurs during the leasing period, the applicant will be refunded in proportion to the leasing period that still remains. The Lessee may not, in any case, claim compensation for damages of any nature whatsoever that may result from such termination.

11.2 In the event that the Lessee wishes to terminate this agreement, he must send written notice to inform the Director of his intention. If termination occurs more than fourteen (14) days before the start of the leasing period, the amounts paid by the Lessee will be refunded. However, if the Lessee terminates this agreement less than fourteen (14) days before the start of the leasing period, the twenty-five (25) % deposit is not refundable by the City.

ARTICLE 12 - NON ASSIGNABILITY

12.1 The Lessee expressly agrees not to sublet or lend the leased premises in whole or in part, and not to assign or transfer this agreement or any of the rights attached thereto without having obtained the Director's prior written consent.

ARTICLE 13 - GENERAL PROVISIONS

13.1 The Director has complete discretion to accept or reject an application to lease or to require any clarification he considers useful.

13.2 For the purposes of this agreement, each party elects domicile at the address indicated on the first page of this agreement or at any other address of which said party will have notified the other party in advance by registered mail.

13.3 This agreement is governed by the laws of Québec and any court proceedings pertaining thereto shall be instituted in the judicial district of Montréal.

13.4 The Lessee acknowledges having studied the Rental policy of the City's Space for Life service and the leasing conditions and undertakes to comply with them.

