



Santropol Roulant Rental Policies

Event Space and Kitchen Rentals

Updated: November 2019

Host your next event at Santropol Roulant

The Roulant has beautiful, affordable and accessible spaces for rent in the heart of the Plateau. Enjoy a spacious and bright second floor loft tucked away beneath our green roof, a green terrace or a commercial kitchen. Deepen your impact in your community and help increase food security and social inclusion by making Santropol Roulant the location for your next conference, workshop, film projection, yoga class, annual general meeting or 5 à 7 !

“My name is Melanie, and I look forward to collaborating with you to ensure your next event at Santropol Roulant is a success!”

Melanie Godel, Fundraising Coordinator



Submitting a rental request

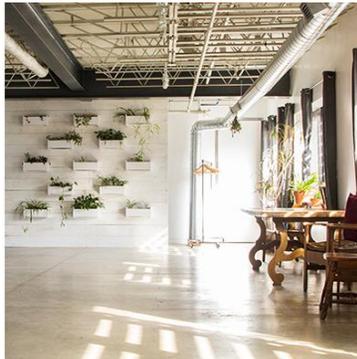
Interested in renting one of our spaces? Please review this document thoroughly before you fill in a [rental request form](#) with information concerning your event. Once your request is submitted, we will get back to you within five (5) business days.

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CONTACT US !

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Event Space Rentals: Loft & Terrace

Hours of rental: Monday - Saturday, 8:00am - 9:00pm

Accessibility: The building is wheelchair accessible, with an elevator to the second floor.

Capacity: 70 people

Space	Description	Dimensions	Included Equipment
Loft	Tucked beneath the green roof, our second floor loft is spacious, welcoming and bright. It can be rented on its own or with the terrace and/or kitchen.	23' x 56' (1,290 ft ²)	<ul style="list-style-type: none">• 40 folding chairs• 10 tables• One coat rack• Coat hangers• Wi-fi• One water dispenser (glasses not included)
Terrace	The loft opens up to a green terrace which can be rented with the loft.	24' x 27' (650 ft ²)	

The rental does not include a sound system. There is no ice-machine available. Furthermore, there is no private entrance, private washrooms or sink access upstairs, so you are asked to share access to those on the main floor of Santropol Roulant.

Equipment available upon request:

- Extension cords
- Ladders
- Fridge access

Additional equipment rentals See page 4

Garden access

Our rooftop and terrace gardens provide fresh produce for our Meals-on-Wheels program, as well as workshops and educational opportunities for the community. Access to the rooftop and terrace gardens are sometimes necessary via the second floor loft. It is therefore possible that volunteers and staff will access these during your rental time. We will ensure that the disruption is minimal. In turn, we ask that renters and guests respect the plants and garden spaces.

Elevator

The elevator is free to use during your rental. However, its use is shared with staff, volunteers and community members and must not be blocked for long periods.

Catering

Santropol Roulant offers a beverage catering service for any event hosted in-house, as well as food catering for large-scale events with minimum orders of \$650. [See the catering menu.](#)

Commercial Kitchen Rentals

Hours of rental: Monday - Saturday, 5:00 - 9:00pm

Accessibility: The kitchen is wheelchair accessible, with an adjustable-height countertop.

Capacity: 15 people

Space	Description	Dimensions	Equipment Included
Kitchen	This bright, well-equipped and accessible commercial kitchen is available to rent alone or in conjunction with events hosted in the loft.	22' x 30' (660 ft ²)	<ul style="list-style-type: none">• Gas range and oven• Dishwasher• Hairnets and hats• Aprons• Latex and vinyl gloves• Knives• Cutting boards• Basic kitchen tools• Basic pastry tools• Dish soap• Cleaning products• Dish towels

The kitchen rental does not include ingredients, or long-term fridge, freezer or pantry space. Furthermore, there is no private entrance or private washrooms, so you are asked to share access to those on the main floor of Santropol Roulant.

Kitchen guidelines & walk-through

Renters of the commercial kitchen must review the Kitchen Guidelines in full and schedule a mandatory kitchen walk-through a minimum of one day before booking. The renter must ensure all participants adhere to the Kitchen Guidelines at all times.

Equipment available upon request:

- Warming oven
- Large and small immersion blender
- Robot coupe
- Juicer
- Pressure cooker
- Canning equipment
- Steam juicer
- Cherry pitter
- Food mill
- Fridge and/or freezer space

Additional equipment rentals See page 4

Rental Rates & Additional Equipment Rentals

It is possible to rent the loft alone, or combined with the terrace and/or kitchen within the hours specified in this document. As a non-profit organization, Santropol Roulant is happy to offer a reduction for other non-profit and community organizations interested in renting our space.

Space	Standard Rate	Non-Profit Rate
Loft Only	\$80/hr or \$575/day (8 hours)	\$60/hr or \$430/day (8 hours)
Loft & terrace May to Sept	\$110/hr or \$790/day	\$80/hr or \$575/day
Saturdays all day & Evenings after 6:00pm	Additional \$25/hr (for loft & terrace)	
Kitchen	\$45/hr (min 3 hours)	\$40/hr (min 3 hours)
Kitchen with Loft	\$35/hr	\$30/hr

Additional equipment rentals

The following equipment is available for rental.

Equipment	Quantity Available	Rate
Projector & Screen	1	\$50
Flipchart Stand & Paper	1	\$10
Plates	40	\$1 ea.
Set of cutlery	40	\$1 ea.
Water Glasses	40	\$0.80 ea.
Wine Glasses	40	\$1 ea.
Bowls	40	\$1 ea.
Mugs	50	\$0.50 ea.
Tablecloths	6	\$3 ea.
Bottle Opener	1	\$1 ea.
Water Pitchers	4	\$3 ea.
Water dispenser	2	\$5 ea.
Kettle	1	\$10 ea.
Thermos	3	\$10 ea.

Santropol Roulant will be responsible for washing the dishes rented, with a cleaning fee of \$1 per guest.

Rental Policy, Terms & Conditions

The renter is required to read and comply with the following Santropol Roulant Rental Policy, Terms & Conditions as well as those laid out in the Rental Contract. The renter agrees to give colleagues and event guests necessary instruction to ensure these regulations are adhered to.

Payment policy

A 25% deposit is required in order to confirm the reservation. The renter is required to pay the balance on the day of the event at the latest.

We have the following cancellation policy:

Rentals:

- 2 weeks before the event: deposit will not be refunded.
- 1 week before the event: 50% of the total bill is due.
- 48 hours before the event: 100% of the bill is due.

Kitchen Security Deposit

A refundable security deposit of \$300 is required with each kitchen rental in case of damage and will be held until the end of the kitchen rental.

Additional costs

The renter is responsible for all the equipment and spaces placed at their disposal, and must be sure to return the space to its initial setup. The renter commits to pay, in addition to the rental, any repair, replacement or cleaning charges that would be necessary following use of the space and equipment. Deliveries and pick up of event equipment or materials outside of the scheduled event time must be arranged in advance and may incur extra fees.

Alcohol

A liquor permit from the Régie des alcools, des courses et des jeux is required in order to consume alcoholic beverages in our building. The renter is responsible for acquiring this permit, and we can provide a letter authorizing your access to our space. Be sure to apply at least 15 days before the event, via racj.gouv.qc.ca.

Restricted products

The use of the following products is strictly prohibited: combustible products including gas, open flame and charcoal (eg. BBQs and candles); nails, hooks or tape (except painter's tape) to affix materials to the walls.

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