



RENTAL POLICY AND CONDITIONS AT SANTROPOL ROULANT

The renter is required to read and comply with the following Santropol Roulant rental policy.

Submit a rental request:

Interested in renting our space? Please [fill in this form](#) with information concerning your event and we will get back to you within 2 business days.

Space details:

Room	Dimensions	Wheelchair accessible	Capacity (no tables)	Capacity (with tables)
Loft	23 x 56 ft (1,290 ft ²)	Yes (as of Mar 2018)	80 people	60 people
Terrace (May - Sept)	24 x 27 ft (650 ft ²)	Yes (as of Mar 2018)	60 people	40 people

Rate:

The rooftop and terrace are available to rent from Monday - Saturday, 8:00 am - 9:00 pm. It is possible to rent the loft alone or the loft combined with the terrace. As a non-profit organization, Santropol Roulant is happy to offer a 25% reduction for other non-profit and community organizations interested in renting our space. However, the spaces are not intended for private parties.

Space	Standard rate	Not-profit rate
Loft	80\$/hr or 575\$/day	60\$/hr or 430\$/day
Loft + Terrace	110\$/hr or 790\$/day	80\$/hr or 575\$/day
Evening (from 6pm)	Extra 25\$/hr	
Weekly rentals (3 weeks min)	15% reduction	

Payment and cancellation policy:

A 25% deposit is required in order to confirm the reservation. You are required to pay the balance on the day of your event at the latest. Below is our cancellation policy:

- 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

Included equipment:

All the rentals of our spaces include:

- 40 chairs (plastic folding chairs and wooden chairs)
- 10 tables (6 plastic folding tables and 4 wooden tables)
- One coat rack and coat hangers
- Wi-fi

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

Additional equipment rental:

The following equipment is available for rental. Please request any of the following at least three weeks in advance of the event.

Equipment	Quantity available	Price
Plates	40	\$1 ea.
Set of cutlery	50	\$1 set
Water glasses	30	\$0.80 ea.
Wine glasses	40	\$1 ea.
Bowls	40	\$1.50 ea.
Mugs	50	\$0.50 ea.
Tablecloths	3	\$2 ea.
Bottle opener	1	\$1 ea.
Water pitchers	2	\$3 ea.
Water dispenser	2	\$5 ea.

Kettle	1	\$10
Coffee thermos	1	\$15
Projector & screen	1	\$50

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

Extra fees:

You are responsible for all the equipment and spaces placed at your disposal. You must be sure to return the space to its initial setup. You commit to pay, in addition of the rental, any repair, replacement or cleaning charges that would be necessary following your use of the space and equipment.

Alcohol:

A liquor permit from the Régie des alcools, des courses et du jeu is required in order to consume alcoholic beverages in our building. You are 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.

Garden access:

Our rooftop garden provides fresh produce for our Meals-on-Wheels program, as well as workshops and educational opportunities. Access to the rooftop garden is only possible via the second floor loft. It is therefore possible that volunteers and staff will access the roof during your rental time but we will ensure that the disruption is minimal. In turn, we ask that renters and guests respect the plants and garden space.

Elevator:

The elevator is free to use during your rental for people and equipment. However, its use is shared with the staff and volunteers present in the building. You must thus ensure that the elevator is not blocked for long periods.

Catering:

While not required, Santropol Roulant invites you to use our catering service, which uses organic, local products and helps finance our mission. If interested, please make sure to reserve at least 15 days before your event by contacting Talia: talia@santropolroulant.org

CONTACT US!

Responsible for rentals: Brooke Van Mossel-Forrester

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