



REGULATIONS CONCERNING THE USE OF VENUES AT THE GRANDE BIBLIOTHÈQUE AND AT THE NATIONAL ARCHIVES IN MONTRÉAL

—The Lessee must control the level of noise outside the auditoriums and the conference and reception rooms so as to maintain the tranquility of the Bibliothèque et Archives nationales du Québec (BANQ) premises.

— The Lessee must make sure that his guests are directed to the auditoriums and rooms 30 minutes before the event starts.

— Depending on the site selected for the activity, the Lessee must use the terms “**Grande Bibliothèque**” or “**National Archives in Montréal**” when referring to the site as well as the address “475, boulevard De Maisonneuve Est” (for an event at the Grande Bibliothèque) or “535, avenue Viger Est” (for an event at the National Archives in Montréal), writing them in this manner.

— It must be clear in any public communication concerning the event (press releases, media advertising, posters, pamphlets, interviews, etc.), that the Grande Bibliothèque or the National Archives in Montréal is the site where the event takes place and not the organization that produces or co-produces the event. Bibliothèque et Archives nationales du Québec (BANQ) must not in any case be designated as the site, as the producer or as the co-producer of the event. The BANQ logo must not appear in any documentation produced for the event.

— Any printed or electronic material concerning the Lessee’s event—invitation, poster, pamphlet, press release, etc.—and naming BANQ, the Grande Bibliothèque or the National Archives in Montréal must be approved by BANQ (through Stéphane Bougie: location@banq.qc.ca) before being printed and distributed.

— Coffee breaks must be taken at the places provided for this purpose:

- at the Grande Bibliothèque: in the hallway on Level M that provides access to the conference rooms;

- at the National Archives in Montréal: in the Atrium.

— The Lessee must return the premises to the condition in which he found them upon his arrival; otherwise he will be charged for maintenance services.

— The Lessee is responsible for any damage or breakage caused to BANQ’s equipment or premises by himself or his guests and agrees to reimburse BANQ for the actual cost of the damage caused.

— The Lessee cannot request any new services at the time of the event, except in the case of exceptional circumstances and at the risk of assuming the additional costs.

— The Lessee agrees to give his guests the necessary instructions to ensure that these regulations are respected.

— Any posters and posting methods used concerning the event must be submitted to BANQ beforehand for approval.

Read, understood and accepted _____20_____.

Lessee’s signature

Lessee’s title