

Memorial Arts Centre Rental Form

Name: _____ Address: _____ City, Province: _____ Postal Code: _____ Email: _____	Phone: _____ Emergency Contact: _____ _____ Date of Event: _____ Type of Event: _____ Time of Rental(s): _____ Approx. # of People: _____
Special Instructions:	

UPPER HALL

LOWER HALL

Mon, Tues, Wed, Thurs Rental	\$325 per day			Mon, Tues, Wed, Thurs Rental	\$295 per day	
Fri, Sat, Sun	\$650 per day			Fri, Sat, Sun	\$365 per day	
Kitchen Use	\$185			Kitchen Use	\$85	
Previous day set up	\$100			Previous day set up	\$50	
Post Day clean up	\$100			Post Day clean up	\$100	
Damage Deposit (cheque)	\$500			Damage Deposit (cheque)	\$500	
Total				Total		

As part of your rental, you agree to the following regulations:

- If you are aware of a positive Covid case from your user group and they could've potentially, had it while in our facility, please notify us.
- Not permit the burning of any substance inside the facility during the rental.

Print Name

Signature

Date

Other Notes/Comments:

Rental Information

Please be aware that prior to your booking date you are permitted, and encouraged, to do a walkthrough of the venue to ensure your event goes smoothly (there must not be a conflicting booking at the time you wish to do the walkthrough – ask staff to ensure there is no one else in the venue).

Things to familiarize yourself with in the Memorial Arts Centre:

- Coat closet in the front entrance
- Emergency numbers on bulletin board
- Lift
 - o To open door turn key, press and hold the button of the floor you are on to open the door
 - o Instructions to run are inside the lift
- Light Switches
 - o What they control and where they are located
- Ice Machine
- Washroom locations
- Location of Tables and Chairs
 - o All tables and chairs that user takes out must be put away at the end of the booking.
- Sound System
 - o Located on stage
 - o Use ONLY 2 switches indicated
- Kitchen
 - o Ovens
 - o Coolers (flip switch to turn on)
 - o Dishes (numbers, location, etc.)
 - o Dishwasher (instructions posted on dishwasher)
 - o Please note the fan cannot be turned off

Other Notes/Comments: