



Facility Booking Form

info@blindriver.ca T: 705.356.2251 F: 705.356.7343

Renter Name: _____ Email: _____

Mailing Address: _____

Phone: _____ Alt Phone: _____

Venue: _____ Date(s): _____ Event Type: _____

Event Start Time: _____ Event End Time: _____ # Guests: _____ # Tables: _____ # Chairs: _____

I _____ understand that I am responsible for set-up and tear-down of all tables, chairs, and equipment used at my event. _____ (STAFF INITIAL)

Y N (please circle) Is this event a liquor function

____ (Staff Initial) Alcohol Policy Provided _____ (Renter Initial) Alcohol Policy Received

Bartender Name: _____ Smart Serve: _____

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Fees: All rates will have HST applied

Community Centre Hall (min 2 hrs) \$100.00 (2 hrs min) \$50.00 each hr after Day: \$325.00

Community Centre Meeting Room \$25

Party Pack! (1 hour ice, 2 hour Room) \$100.00

Seniors' Centre (min 2 hrs) \$70.00(2 hrs min) \$35 each hr after Day: \$150.00

Early Set Up Fee (after 4pm day before) \$50+HST

Community Centre Kitchen ONLY \$160

Arena Floor—Ice Out \$300

SoCan Dancing \$63.49 No Dancing \$31.72

Insurance: HST Exempt \$2,000,000.00 limits in liability for Town-approved events. \$4,000,000.00 limit in liability required minimum for excluded events. Proof must be attached prior to key release

	NO- ALCOHOL	WITH ALCOHOL
1-50 Guests	\$3/HR \$25/DAY	\$12/HR \$85/DAY
51-100 Guests	\$4/HR \$50/DAY	\$20/HR \$130/DAY
101-200 Guests	\$6/HR \$75/DAY	\$30/HR \$200/DAY
201-500 Guests	\$8/HR \$150/DAY	\$40/HR \$350/DAY

Venue: \$ _____

SoCan: \$ _____

SubTotal: \$ _____

HST: \$ _____

SubTotal: \$ _____

Insurance: \$ _____

TOTAL: \$ _____

Deposit **-\$** _____

BALANCE DUE:\$ _____

Renter: _____ Date: _____

\$100 NON-REFUNDABLE DEPOSIT DUE TO SECURE BOOKING | BALANCE DUE PRIOR TO KEY RELEASE

Please Initial each item:

1. ALL lottery and gaming must meet AGCO criteria. Visit www.agco.ca for details.
2. Sparkles are not permitted in any of our venues.
3. The number of place-settings, chairs, and tables requested are what will be available to your party. Items are to be cleaned and organized as they were provided.
4. Tape is not permitted on any wall surface to hang decoration or signage.
5. Additional Kitchen items are locked and will not be readily available.
6. Town Staff are not authorized to unlock storage to accommodate items outside of the contract.
7. Bar Area, if used, is to be fully emptied, and cleaned prior to event ending (as per SOP regulation).
8. Within twelve (12) hours of event ending (as per contract time), the kitchen must be fully cleaned by renter/caterer.
9. Any food left behind will be discarded.
10. Decorations must be removed from the building within twelve (12) hours of event ending (as per contract time).
11. It is the responsibility of the renter to dismantle their set-up and fill chair/table racks within twelve (12) hours of event ending (as per contract time). Racks will be put away by Staff. Additional chairs and tables that will not fit will be handled by Staff.
12. Garbage must be removed from cans and tied off by Renter. Bags are to be neatly piled near the main exit area without blocking any fire escape routes.
13. Boxboard, cardboard, etc, must be dismantled to flat and neatly stacked for Staff removal.
14. Any damages to the facility incurred during the rental period will be the responsibility of the Renter (as listed in this agreement), after careful review by Facility & Recreation Manager and Clerk Administrator.

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____