



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: _____

Bartender Name: _____ Smart Serve: _____

Fees: All rates will have HST applied

| | | | |
|-----------------------------------------|-----------------|--------------------|--------------|
| Marine Lounge (min 2 hours) | Hourly: \$35 | Day: \$160 | Night: \$275 |
| Community Centre Hall (min 2 hours) | Hourly: \$50 | Day: \$325.00 | |
| Community Centre Meeting Room | \$25 | | |
| Party Pack! (1 hour ice, 2 hour Room) | \$88.50 | | |
| Seniors' Centre | Hourly: \$35 | Day: \$100 | |
| Early Set Up Fee (after 4pm day before) | \$50+HST | | |
| Community Centre Kitchen ONLY | \$160 | | |
| Arena Floor—Ice Out | \$300 | | |
| SoCan | Dancing \$59.17 | No Dancing \$29.56 | |

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: _____