

Facility Rental Booking Form



Workers Arts and Heritage Centre

Contact Name:

Organization (if applicable):

Contact Title:

Contact Phone:

Contact Fax:

Contact Email:

Date(s) Requested:

Nature/Name of Event:

Event Start Time Requested (including set-up):

Event End Time Requested (max 12am):

Anticipated Min./Max. of People:

Catering Requested:

(Catering requests must be submitted no later than 7 days prior to an event & the cost is added into the overall invoice plus a \$25.00 administrative fee – please see Guidelines and Contract)

Bar Requested:

(Liquor permits must be purchased 30 days prior to an event and are the responsibility of the RENTER)

Additional Requests / Special Needs / Set-up Info:

Billing Address:

- Not For Profit rate (%25 off regular rental rate)

Room(s) Requested:

- Main Gallery
 Community Gallery
 Resource Centre
 Backyard
 Other: _____

Set-up Style:

For: _____ people

- Horseshoe
 Square
 Board meeting
 Lecture
 Theatre
 Feast or Luncheon

Equipment (*denotes additional fee for equipment):

- TV/VCR
 Overhead Projector
 Slide Projector
 Screen
 Flip Chart & Markers
 Podium
 *Microphone & Speakers
 *Digital Projector
 *Wireless Internet

For WAHC Staff Use Only

Deposit Paid (date/initial):

- Cheque
 Cash
 Credit
 Other _____ (i.e. invoiced for deposit)

Rental Cost: _____

Additional Fee(s): _____

Total Due: _____

Invoiced (date/initial): _____

Total Pd (date/initial): _____

Set-up Staff: _____

Staff supervisor: _____

Names of Volunteer(s): _____