

# FACILITY RENTAL FORM

Payment for facility use is to be given to the agent upon booking

Checks are to be payable to: AVWPE, Inc.

Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_; Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

Name of Person/Group Booking Event: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_ Mobile # required: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Required: \_\_\_\_\_         
 Month Date Year S M T W TH F S

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From \_\_\_\_\_  AM To \_\_\_\_\_  AM Event Start Time: \_\_\_\_\_  
 PM  PM

Rehearsal time required?  yes Date and time: \_\_\_\_\_  no

	Facility or Service	Rental Fee*	Total
	SAC Rental – \$____/day (for Weddings this includes a rehearsal date/time)	\$____.00	\$
	Open/Close fee (see #4a on page 2)	\$____.00	\$
	Set up fee (see #4b on page 2)	\$____.00	\$
	Clean up fee (see #4c on page 2)	\$____.00	\$
R	Damage Deposit (please provide separate check)	\$____.00	\$____.00
	Total		\$

**Furniture Requirements** (please indicate <sup>number</sup> required)

\_\_\_\_\_ Tables-Rectangular  
 \_\_\_\_\_ Chairs

**Equipment Requirements**

\_\_\_\_\_ Overhead Projector/Screen  
 \_\_\_\_\_ Projector  
 \_\_\_\_\_ Podium/Dais  
 \_\_\_\_\_ Portable Mic/Speaker  
 \_\_\_\_\_ Piano

**Shore Arts Center**  
**RENTAL POLICIES AND RATES**

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1. Please include a fax number so confirmation can be faxed to you. (There is space on the front of this form for your fax number).
2. This facility is a smoke-free building.
3. Confetti or rice is not to be used within the facility or on the property.
4. Additional charges apply if renter requires a staff member to
  - a) open/close the building — \$\_\_\_\_.00.
  - b) set up tables, chairs, etc. — \$\_\_\_\_.00
  - c) clean up, i.e., put away tables, chairs, vacuum carpets, mop floors, tidy washrooms, etc., — \$\_\_\_\_.00**The renter has the option to set up and clean up themselves, with no additional charge.**
5. All renters ordinarily will conduct their functions to permit the closing of the facility by 10pm Monday to Friday and by 11pm Saturday and Sunday. (In certain circumstances, these times may be extended).
6. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to AVWPE, Inc. and delivered to the agent upon booking. Renter will pay its staff as required. A damage deposit of \$100 is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by agent and(or) staff). \_\_\_\_\_
7. Indemnification: It is an express term of this agreement that the Renter indemnifies the SAC for any costs or damages of any kind incurred by the Renter, as a result of the rental of the facility by the Renter.
8. All bookings and arrangements must be made through the agent at least **two weeks** prior to the event.
9. Bookings and arrangements in unusual circumstances may be directed to the chairman of AVWPE, Inc.
10. Cancellation: No refunds on bookings at any time.

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**RENTAL AGREEMENT**

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by \_\_\_\_\_ or SAC staff.

Facility Rental to be paid in full along with this form: \$ \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print

Approval from \_\_\_\_\_: \_\_\_\_\_  
Date

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**For Office Use Only:**

Copies to be sent to:

- File
- Treasurer
- Custodian
- Administration
- Audio/Visual Tech

Confirmation sent \_\_\_\_\_