Logo, company name

Description automatically generated

**Renter Information:**

|  |  |  |
| --- | --- | --- |
| **Rental type: Registered Non-Profit Business/Private** | | |
| **Name /Organization:** | | |
| **Mailing Address:** | | |
| **Primary Contact Name:** | Phone: | **E-mail:** |
| **Secondary Contact Name:** | Phone: | **E-mail:** |

**Rental Information:**

|  |  |
| --- | --- |
| **Event Name (to appear on display):** | Date of Event: |
| Total Hours of Rental (set-up and clean-up included): | Number of People: |
| Event Start Time: | Event Finish Time: |
| Room Access/Set-up Start Time: | Clean Up End Time: |

***Billable time is the set-up start time to event clean-up end time***

**Please check event type and briefly describe your rental:**

o Birthday Party – packages beginning at 4hrs rental time

o Community Event

**o Private Event/Rental/Meeting** **Outside Catering Services to be Utilized:**

o Wedding/Special Event Package – please call 466-7700 **Yes / No**

**Kitchen and Bar Services:**

**Bar – Y / N (please circle one - Main or Portable) / Kitchen (rental fees apply) – Y / N**

Please discuss your kitchen and bar service requirements/plans **at time of booking.** The kitchen is available for rent should it be required for your event (restrictions apply). Please inform us **at time of booking** if you plan on booking GCC catering or will be bringing in outside food so we can ensure it meets NB Public Safety food guidelines. If main bar or portable bar is required, please discuss at least one week prior to event.

*TO BE COMPLETED BY STAFF:*

**Cost of Event: Paid on/method of payment: Booking #:**



**Room(s) Requested:** Please check applicable room(s). Due to Covid-19 restrictions, room set-up options and occupancy levels are limited and the facility reserves the right to alter setup requests to maintain adequate social distancing based on current Public Health mandates.

o LK Toombs Chartered Accounts Conference (Room 205)

o QM Construction Room (Rm 206)

o The Halstead Room (Rm 207)

o Full Culture, Community, & Conference Room (Rooms 205,206,& 207)

o Two Culture, Community, & Conference Room(s):

(Rm 205,206) (Rm 206, 207)

o Moosehead Boardroom – Currently available evenings and weekends only.

o Disher Homes Kitchen (Rm 211).

o The Quartermain Arena (Please complete separate Arena Rental Request Form).

**Complimentary Items:** (Please check the item(s) you will need.)

o Podium(s) Quantity (max 2):

o Stacking Chair(s) Quantity:

o Flip Chart(s) Stand Quantity (max 2):

o Tables: **Rectangular (6’)** Quantity:

**Round** **(4’)**Quantity: \_\_\_\_

**Items available for rent:**

o Flip Chart Paper Pad(s) $19 *each*. Quantity:

o Photocopies $0.20 *each*. Quantity: \_\_\_\_\_\_\_

o Projector & Drop Down Screen $17 per day . Quantity: day(s)

o Portable Smart Board $17 per day. Quantity: \_\_\_\_\_\_day(s)

o Microphone(s) $17 *each* per day: Quantity: and day(s)

o Table Linens $7.25 *each*: **Rectangular** Quantity: **Skirted** Quantity: \_\_\_\_ **Round** Quantity:N/A

**PLEASE NOTE, REQUESTS FOR THE ABOVE AUDIO/VISUAL ITEMS MUST BE MADE PRIOR TO THE EVENT DATE OR AVAILABILITY/ACCESSIBILITY IS NOT GUARANTEED.**

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**Set-up Requirements/Details:** (Please **check** the set-up arrangement preferred.)

**Hollow Square\_\_\_ Theater**

**U-Shape**

**Classroom**

**Banquet \_\_\_\_**

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| --- | --- | --- |
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|  |

**Please provide a diagram of how you would like the set up to be/look (if applicable) or any other notes.**

This Agreement between and the Town of St. Stephen defines the terms and conditions for the rental of the Conference Center of the Town of St. Stephen’s Garcelon Civic Center.

I, , a member of **NAME RENTAL GROUP (IF APPLICABLE)**

have hereby read and understand all terms and conditions contained within the Town of St. Stephen’s Garcelon Civic Center Conferences and Events package. I agree that my organization and attendees will adhere to the Town’s rules and regulations at all times and acknowledge that failure to do so will result in immediate removal from the facility with no refund owing.

for .

**RENTAL DATE TYPE OF EVENT**

Any group or person that fails to provide complete and honest information in respect to their intended use, the Town reserves the right to cancel the contract at any time for any breach of terms on this contract.

I received & reviewed the full rental package outlining terms & conditions: ­­­­­­­­­­­­­­­­­­­­­­ **(initial):**\_\_\_\_\_\_\_\_\_

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_