



Garcelon Civic Center

22 Budd Ave ~ St. Stephen ~ NB ~ E3L 1E9
506-467-3030 ~ events@chocolatetown.ca

Requests are not considered confirmed until you receive a booking number from our agents, Monday-Friday 9am-5pm (excluding holidays). Payment is due 48 hours prior to event or reservation may be subject to cancellation.

Reservations cancelled with less than 48 hours notice are subject to full charge.

Room Rental APPLICATION

Renter Information

Contact Person:				
Organization <i>(if Applicable)</i>				
Organization Type <i>(select one)</i>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Business	<input type="checkbox"/> Government	<input type="checkbox"/> Private
Mailing Address: <i>Includes Postal Code</i>				
Phone #:				
Email Address:				

Event Information

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

Event Name & Time:			
Date of Event:		Number of People:	
Room Access/Set-up Start Time:		Clean up/End Time:	
Do you require use of the Kitchen? ___ Yes or ___ No (rental fees apply)			
Do you require a bar to be open? ___ Yes or ___ No Bar			
Open Time: _____ Bar Close Time: _____ 30 min before end of event is the latest			

Room(s) Requested - Please check applicable room(s)

- LK Toombs Room (Rm 205)
- QM Construction Room (Rm 206)
- The Halstead Room (Rm 207)
- Full Conference Room Combo (Rooms 205,206,& 207)
- Two Room Combo: (Rm 205,206) OR (Rm 206, 207)
- Moosehead Boardroom – Currently available evenings and weekends only.
- Disher Homes Kitchen (Rm 211).
- Pool Viewing Room(conditions apply)

REQUESTS FOR ITEMS BELOW MUST BE MADE PRIOR TO THE EVENT DATE OR AVAILABILITY/ACCESSIBILITY IS NOT GUARANTEED.

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

Items available for rent:

- Podium(s) Quantity (max 2): _____
- Stacking Chair(s) Quantity: _____
- Flip Chart(s) Stand Quantity (max 2): _____ (pads extra)
- Tables:
- Rectangular (6') Quantity: _____ Round (4') Quantity: _____

- Flip Chart Paper Pad(s) \$19 each. Quantity: _____
- Photocopies \$0.20 each. Quantity: _____
- Projector & Drop Down Screen \$17 per day . Quantity: _____ day(s)
- Portable Smart Board \$17 per day. Quantity: _____ day(s)
- Microphone(s) \$17 each per day: Quantity: # _____ and _____ # of day(s)
- Table Linens \$7.25 each:
- Rectangular Quantity: _____ Skirted Quantity: _____ Round Quantity: _____

Bar Services

- If giving complimentary tickets for bar services, a gratuity of 20% will be added to bar bill
- There is a 25% cork fee for all liquor provided on the table
- Any additional products request MUST be made 14 days in advance of event
- All alcohol being served MUST be purchased through the facility

TO BE COMPLETED BY STAFF:

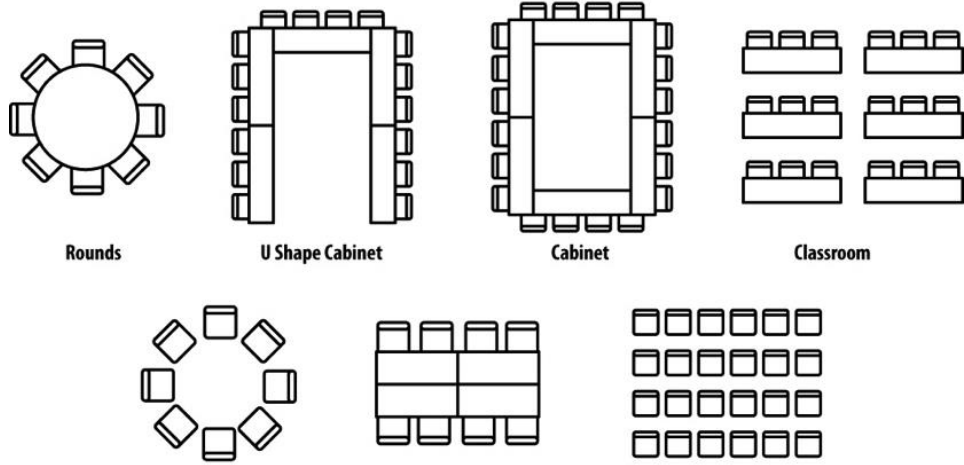
Cost of Event: _____ Paid on/method of payment: _____ Booking #: _____

Garcelon Civic Center - Room Rental Application

Floor Plan: ** ANY CHANGES TO ROOM RENTAL SET UPS MUST BE RECEIVED 48 HRS in advance of Booking.*

Please Circle the template layout you would like:

Typical Room Set Up Requests



Rounds U Shape Cabinet Cabinet Classroom

Chairs in a Circle Banked Cabinet Auditorium

***For other layout options, please discuss with events coordinator**

Catering (if applicable)

**Catering is the responsible of the renter - copy of valid food safety must be provided to facility 72hrs prior to event*

Caterer Name:	
Phone:	
Email:	

- Caterers are responsible for all food preparation; catering materials brought into the AMC, clean up during & after the event, and breakdown immediately following the event. All catering supplies and equipment must be removed from the premises immediately following the event, unless prior approval has been obtained from the facility
- The GCC is not responsible for loss of catering supplies, equipment, or any other property, which is under the care and control of the caterer.

Decorator (if applicable)

**Decorating is the responsible of the renter.*

Contact Name:	
Phone:	
Email:	

- All decor items must be removed from tables, & chairs at the end of the event.
- The GCC is not responsible for any damages or losses to any items that are not immediately picked up.
- The ceiling, walls and centre must be left in the exact condition as it was found before any decor was attached. Any wire, twine, clips or other instruments that were placed on the ceiling must be removed and all ceiling tiles must be put back in place if they were moved. Only 3M or painters tape may be used - tacks are not allowed. Users will be billed for damages to room surfaces.

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I declare that I have read, understood & agree to the contents of this rental application and the conference and event information package in its entirety:

Signature: _____ Date : _____