



# Garcelon Civic Center

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

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

### 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.)

- Podium(s) Quantity (max 2): \_\_\_\_\_
- Stacking Chair(s) Quantity: \_\_\_\_\_
- Flip Chart(s) Stand Quantity (max 5): \_\_\_\_\_ (pads extra)
- Tables:
- Rectangular (6') Quantity: \_\_\_\_\_
- Round (4') Quantity: \_\_\_\_\_

#### Items available for rent:

- 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 #: \_\_\_\_\_

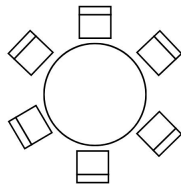
# Garcelon Civic Center - Room Rental Application

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

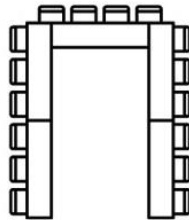
## Floor Plan:

Please Circle the template layout you would like:

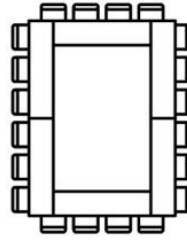
### Typical Room Set Up Requests



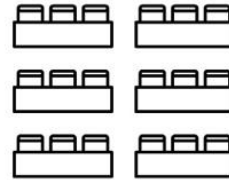
Rounds



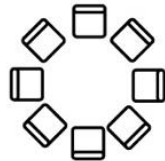
U Shape Cabinet



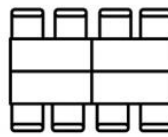
Cabinet



Classroom



Chairs in a Circle



Banked Cabinet



Auditorium

**\*For other layout options, please discuss with events department**

## Catering (if applicable)

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

<b>Caterer Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	

- 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.*

<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	

- 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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## Credit Card Authorization/Payment Information



I, the undersigned cardholder, authorize the merchant “Municipal District of St. Stephen” to charge my credit card for purchases related to reservation. I agree that my information may be saved by the merchant for future payments and understand that this can be revoked at any time with request. I understand that my card will be charged 48 hours prior to the event date and if a cancellation is not placed, in writing, prior to 48 hours I will be charged as per the Cancellation Policy, which I have read and understand. I, the undersigned understand that in case of a payment being declined, the rental will be cancelled.

Card Type: <input type="checkbox"/> Visa Credit <input type="checkbox"/> Mastercard Credit <input type="checkbox"/> Other: _____		
Card Holder Full Name: _____		
Credit Card Number: _____		
Expiration Date: _____	Postal Code: _____	CVV/CVC: _____

Card Holder’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 : \_\_\_\_\_