



Municipal District of St. Stephen's Garcelon Civic Center- Single Use Rental Request

Requests are not considered confirmed until you receive a booking number from our agents, Monday-Friday 9am-4pm (excluding holidays). Payment must be made 48 hours prior to event or rental is subject to cancellation.

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

Renter Information:

Type: <input type="checkbox"/> \$84 Early Bird (Mon-Fri 6am-8am)	<input type="checkbox"/> \$135 Daytime (Mon-Fri 8am-5pm)	
<input type="checkbox"/> \$133 Youth Sport Organizations	<input type="checkbox"/> \$133 Registered Non-Profits	
<input type="checkbox"/> \$204 Prime Time (Mon-Fri 5- 9pm, all day Saturday/Sunday/Holidays)–Off Season rate \$150(4/1-8/31)		
<input type="checkbox"/> \$150 Late Night Rate (9pm to close daily)	<input type="checkbox"/> \$72 School Daytime (Mon-Fri 8am-3pm)	
Name/Organization:		
Mailing Address:		
Contact Name:	Phone:	Email:

Event Booking Information:

Booking Date:	
Start Time:	Finish Time:

I agree to abide by the facility's rules and regulations: (initial):

Failure to comply with the rules and regulations of the Town of St. Stephen may result in removal from the facility, with no refund.

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: _____

Primary Contact's Signature: _____ Date: _____

TO BE COMPLETED BY STAFF:

Payment date & method of payment: _____ Cost of Event: _____ Booking #: _____