

## **Oak Bay Hall**

609 NB-170 ~ Oak Bay ~ E3L 3Y9 ~ 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.

## **Rental APPLICATION**

Event Name  Date of Event:  Hall Access/Set-up Start Time:  All decor items must be removed from the facility of the ceiling, walls and centre must be left in the instruments that were placed on the ceiling must painters tape may be used - tacks are not allowed MDSS is not responsible for loss of renter suppopulates are not considered confirmed until you holidays). Payment is due 4  Reservations cancelled we clare that I have read, understood & a cage in its entirety:	Num Clean  ty at the end of the event anses to any items that are not exact condition as it was found to be removed and all ceiling ed. Users will be billed for darolies, equipment, or any other our receive a booking num to be the pour service of the service of	ber of People n up/End Time d all tables and chaimmediately picke ind before any dec g tiles must be pur mages to room sur r property, which ber from our ag reservation is si	clean-up end tire: : : : : : : : : : : : : : : : : : :	in the designated ar y wire, twine, clips or were moved. Only d control of the rent lay 9am-4pm (exc
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Signature.		Date : _		
Credit Card A	uthorization/Pa	ayment In	formation	STEPHEN REV BOUNDSOCK
I, the undersigned cardholder, authorard for purchases related to reservation. I and understand that this can be revoked at a prior to the event date and if a cancellation Cancellation Policy, which I have read and uleclined, the rental will be cancelled.	agree that my information any time with request. I is not placed, in writing	n may be saved understand tha , prior to 48 ho	by the merchant at my card will be urs I will be charg	for future payme charged 48 hou ged as per the
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