



Facility Rental Booking Form

Date(s) Requested:

Start Time Requested (including set-up):

End Time Requested (max. 12 am, including take down):

Contact Name:

Organization (if applicable):

Contact Title:

Contact Phone:

Contact Fax:

Contact Email:

Nature/Name of Event:

Anticipated Min./Max. of People:
(Subject to the capacities for the venues set out under the Ontario Fire Code)

Set-up Elements:
(WAHC has an inventory of tables, chairs and assorted elements for event purposes. The RENTER will be responsible for augmenting this inventory if their needs surpass WAHC's ability to provide materials).

Tables (4' x 2)

Tables (6' x 28)

Tables (8' x 2)

Tables (metal cruiser x 4)

Chairs (padded/metal frame x 110)

Chairs (plastic/stacking x 50)

Portable bar (wooden x 1)

Podium (metal/matches cruiser tables x 1)

Serving alcoholic beverages at WAHC:

(WAHC requires that RENTERS obtain a LLBO permit to serve alcoholic beverages. Permits should be purchased 30 days prior to an event and are the responsibility of the RENTER. The purchase of alcoholic beverages and bartending services are the responsibility of the RENTER).

Billing Address:

Attention: _____

Not for profit rate (25% off regular rental rate)

Rooms(s) Requested

- Main Gallery
- Community Gallery
- Resource Centre
- Backyard
- Other: _____

Set-up Style:

For: _____ people

- Horseshoe
- Square
- Board meeting
- Theatre
- Feast or Luncheon

Equipment (*denotes additional fee for equipment):

- *Monitor/DVD/VHS player
- Screen
- Flip Chart & Markers
- *Microphone & Speakers
- *Digital Projector
- Wireless Internet

For WAHC Staff Use Only

Deposit Paid (date/initial):

- Cheque**
- Cash**
- Credit**
- Other** _____ (i.e. invoiced for deposit)

Rental Cost:

(Non-refundable) **Deposit: (\$75)** _____

Additional Fee(s): _____

Total Due: _____

Invoiced (date/initial): _____

Total Paid (date/initial): _____

Names of Volunteer(s): _____



WAHC provides the use of areas of its unique building for individuals and groups that share its mandate and mission statement for a fee ... a non-refundable deposit of \$75 is required. WAHC does not provide planning, catering or bar services to the RENTER. The planning and execution of the event is the sole responsibility of the RENTER, as is the security of the building during the event. Any damage done to the building or its contents while occupied by the RENTER is the sole responsibility of the RENTER. WAHC will provide all pertinent information regarding the facility to help the RENTER facilitate a successful event. Notification of the cancellation of a rental shall be no less than 48 hours before the event or full rates will be charged. Any deviation from the original agreement may result in extra costs to the RENTER.

The RENTER is aware that the spaces are rented as is. The RENTER will discuss with WAHC staff any action that will impact the building or its surfaces prior to the event (e.g. hanging of decorations, removing or moving existing elements). The decision of WAHC is final.

I, _____, have read and clearly understand the guidelines of the contract and agree to rent under these terms and conditions at the Workers Arts & Heritage Centre (Custom House).

Per the RENTER

Per the Workers Arts and Heritage Centre

Please email or fax a signed copy of the completed Rental Booking Form to:

Workers Arts & Heritage Centre

Attn: Brian Kelly

Email: brian@wahc-museum.ca

Telephone: 905-522-3003 ext. 26

Fax: 905-522-5424