



WOODLAND  
CULTURAL CENTRE

**FACILITY RENTAL AGREEMENT**

**ROOM RATES**

	<i>Business Hours Pricing</i>	<i>After Hours Pricing</i>	<i>Capacity</i>
Orientation Room (OR)	\$25.00 per hour	\$40.00 per hour	Up to 125 people
Museum Meeting Room (MMR)	\$20.00 per hour	\$35.00 per hour	Up to 30 people
Boardroom (BR)	\$20.00 per hour	\$35.00 per hour	Up to 20 people

*Prices Subject to Change. Regular business hours are Monday to Friday, 9:00AM – 4:00PM.*

**EQUIPMENT RATES**

	<i>Pricing</i>
Flip Chart (Includes Paper)	\$10.00 each/per day
Projector & Screen	\$20.00 per day
Microphone/PA System	\$20.00 per day
Photocopies	\$0.25 per copy

To book contact Jessica Powless at 519-759-2650 ext 257 OR [jpowless@woodlandculturalcentre.ca](mailto:jpowless@woodlandculturalcentre.ca)

**CONTACT INFORMATION**

Organization: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2  
WOODLANDCULTURALCENTRE.CA  
519-759-2650



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**RENTAL REQUIREMENTS**

Area Required:  Orientation Room (OR)  Museum Meeting Room (MMR)  Boardroom (BR)

Date Required: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Equipment Required:  Flip Chart & Paper  Projector & Screen  Microphone/PA System

Will You Be Using a Caterer?  Yes  No

If yes, please provide the following:

Catering Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

***NOTE: It is the responsibility of the catering group to ensure any and all facilities used are left in a clean and orderly state, and that all equipment and food is removed at the end of each day. The Woodland Cultural Centre DOES NOT supply cleaning supplies, dishes, utensils or any other equipment.***

If tables or chairs need to be set-up in a particular way, please draw and/or list here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**TERMS & CONDITIONS**

Invoices will be sent following the rental, and must be paid within thirty (30) days. Please make cheques payable to "Woodland Cultural Centre" and ensure the Invoice Number is included. Please ensure facilities are left in good condition before you leave, or a cleaning fee of \$100.00 will be invoiced. An additional charge of \$30.00 per hour will be invoiced if any rentals go over the agreed upon departure time.

Confirmation of caterer and set-up requirements are due three (3) days prior to the rental.

Cancellation of the rental must be made 72 hours in advance. If cancellation is received less than 72 hours from the event, the total cost of the rental will be invoiced.

Alcohol is not be served, sold or consumed on WCC property.

Groups using Woodland Cultural Centre facilities assume all responsibilities for any damages. Any items lost or stolen are not the responsibility of the Centre. The Woodland Cultural Centre will not be held liable for any injuries sustained while on the premises and grounds.

Organizer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For WCC Office Use Only**

Approved By: \_\_\_\_\_

Total: \_\_\_\_\_

Date: \_\_\_\_\_

Invoice #: \_\_\_\_\_