



FACILITY RENTAL REQUEST

ROOM RATES

	<i>Business Hours Pricing</i>	<i>After Hours Pricing</i>	<i>Capacity</i>
Orientation Room (OR)	\$40.00 per hour	\$60.00 per hour	Up to 125 people

Prices subject to change.

Regular business hours are Monday – Friday, 9:00 am – 4:00 pm; Saturdays from 10:00 am – 5:00 pm

EQUIPMENT RATES:

<i>Item</i>	<i>Pricing</i>
Flip Chart (includes paper) OR White Board (includes markers)	\$20.00 per day
Projector and Screen	\$20.00 per day
Microphone / PA System	\$20.00 per day
Black and White Photocopies	\$0.20 per page
Colour Photocopies:	\$0.30 per page

CONTACT INFORMATION

Organization Name (if applicable): _____

Contact Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____

Email: _____



WOODLAND
CULTURAL CENTRE

RENTAL REQUIREMENTS

What date are you requesting? If requesting multiple dates / an extended rental, please include your custom schedule request.

Date Required: _____ Estimated # of Attendees: _____

Arrival Time: _____ Departure Time: _____

Will you require usage of any of the rentable equipment?

- Flip Chart
- White Board
- Projector and Screen
- Microphone / PA System
- Black and White Photocopies
- Colour Photocopies

Will you be using a caterer?

- Yes
- No

If yes, please provide the following information:

Catering Group: _____

Catering Contact: _____ Phone: _____

Arrival: _____ Departure: _____

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

PURPOSE FOR RENTAL

What will you be utilizing the space for? Please attach an agenda if possible.



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How do you require the tables and chairs to be set up? If custom set up is desired, please draw and or list where indicated:

- Theatre Style (all chairs facing stage)
- Lecture Style (chairs situated around round tables)
- Buffet Style (tables situated for food)
- Custom

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WOODLANDCULTURALCENTRE.CA
519-759-2650



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TERMS AND CONDITIONS

Invoices will be issued following the rental, and must be paid within thirty (30) days. Please make cheques payable to "Woodland Culutral Centre" and ensure the Invoice Number is included. Please ensure facilities are left in good condition before your departure; if facilities are left in disaray, a cleaning fee of \$100.00 will be added to your invoice.

If the rental goes over the agreed upon arrival and departure time, an additional charge of \$10.00 per hourly rate per additional hour will be added to your invoice.

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

Cancellation of the rental must be made seventy-two (72) hours in advance. If cancellation is received less than 72 hours from the event, half cost of the rental will be invoiced. It is understood that this fee will be waived in the event of emergency cancellations, such as extreme weather, or wherein circumstances are out of the renter's control, such as centre closures.

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

Groups using Woodland Cultural Centre facilities assume all responsibilites 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.

It is understood that the facility rental **does not include admission to the Museum and Art Galleries.**

It is understood that the undersigned **has read the extended Facility Rental Policy.**

It is understood that this is rental **request**, and that submission of the request does not guarantee usage of the requested space or materials.

Rental Request Organizer's Signature: _____

Date: _____