



SNMC Community Center and Hall Booking Application July 25 v10 2016

3020 Woodroffe Ave, Nepean, ON, K2J 4G3

Phone: 613-440-6300, email: info@snmc.ca

-----**Applicant Information**-----

Organization/Private

Private Non-Profit/Charity Business (non-profit/charity, proof required)

Event/ Meeting (based on meeting or events, no of hours and no of people)

Note: Competitive rates or Best rates as compared to other similar facilities.

Event (food, snack, drink) Meeting (no food)

Type of Activity

Religious Social Sports Educational Other _____

Name: _____

Organization: _____

Address _____

Phone: _____ Alternate Phone: _____

Email: _____

Reservation Details:

Target Group: _____

Purpose of Activity: _____

Number of People: (including children) _____ Age Group: _____

Date Required: _____ Program Start time _____ (am / pm). Program end: _____ (am / pm)

Set up Time, 2/3 rate: one hour (min), Start time End time..... Total Set up time:

Clean Up time, 2/3 rate: one hour (min), Start time..... End time..... Total Clean up time.....

Location requested (circle one or more):

Hall	Capacity	Hall	Capacity
1. Sports/Community Hall A & B	(up to 500)	2. Basement Hall A & B [first 2 rooms] Carpeted/Dining : (tables with chairs)	(up to 100)
3. Library (tables & Chairs)	(up to 50)	4. Basement Hall C & D [Last 2 Rooms] Carpeted/Dining , (tables with chairs)	(up to 100)
5. Conference Room (Special only) Carpeted: tables with chairs	(up to 30)	6. Main prayer Hall (Special)	(up to 650)
7. Sisters' Prayer Hall (Special)	(up to 250)	8. Sisters Hall Lobby:(tables & chairs)	(up to 25)

Are you charging fees for participants?

Yes No

If yes, how much per participant:



EVENT/MEETING MATERIAL REQUISITION FORM july 25 2016 v10

*All rental materials should be returned in good working condition

#	MATERIAL NAME	REQUESTED QUANTITY	PRICE PER UNIT(CAD)	TOTAL PRICE(CAD)
1	Table (rectangular)*		Included	
2	Table (round)*		\$4	
3	Table Cover		\$5/each	
4	Chair*		Included	
5	Carpet		\$100	
6	Projector		\$25	
7	Stage*		\$25	
8	Sound System		\$40	
9	TV		\$30	
10	Podium		\$20	
11	Jumping Castle		\$30	
12	Pop-corn Machine		\$25	
13	Cotton Candy		\$25	
13	Coffee & Tea Percolator		\$20	
14	Bubble Soccer		\$8/each/hr	
15	Table Tennis		\$25/2hr	
				TOTAL

REQUESTED HUMAN RESOURCES FOR SET UP & CLEAN UP

	SET UP	CLEAN UP	TIME	FEES 2/3 OF PROGRAM RATE	FIXED LABOUR CHARGE	TOTAL PRICE(CAD)
UP TO 50 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 1 hr clean up - 1 hr		Set up - \$25 Clean up - \$25	
UP TO 100 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 1 hr clean up - 1 hr		Set up - \$30 Cleanup - \$40	
UP TO 150 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 1 hr clean up - 1.5 hr		Set up - \$35 Cleanup - \$45	
UP TO 200 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 1.5 hr clean up - 1.5 hr		Set up - \$50 Cleanup - \$50	
UP TO 250 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 2 hr clean up - 2 hr		Set up - \$55 Cleanup - \$55	
UP TO 300 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 2 hr clean up - 2.5 hr		Set up - \$60 Cleanup - \$60	
UP TO 350 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 3 hr clean up - 3 hr		Set up - \$65 Cleanup - \$65	



UP TO 400 PARTICIPANTS	<input type="checkbox"/>	<input type="checkbox"/>	set up - 3 hr clean up - 3.5 hr		Set up - \$75 Cleanup - \$75	
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* SNMC is only responsible for setting and taking down tables, chairs, equipment. The renter is responsible for all garbage collection.

TOTAL FEES: Program hours * rate (based on hours + persons) + Set up hours * 2/3 rate + Clean up hours * 2/3 rate + Equipment fees + Human resources for setup/clean up =

Total Fees = **P + S + C + E + H** =

APPLICANT SIGNATURE	DATE	APPROVED BY	DATE

-----**For SNMC Office Use**-----

Total Rental fees: _____ Damage Deposit: _____ Total Due: _____

Damage Deposit Refunded: _____ Damage Deposit refunded by: _____

Assigned Hall(s): _____

SNMC Contact Person:

Name: _____ Tell: _____ Email: _____

Terms and Conditions:

1. SNMC reserves the right to cancel any activity that fails to meet the conditions
2. The applicant needs to give 7 days' notice to cancel the event for a full refund. Between 7 days and 48 hours of the event, a 50% refund will be given. No refund for cancellation of < 48 hours...
3. Rental fees and insurance charges are due in full upon signing and, SNMC has the right to refuse the applicant. Reservation will not be confirmed until the full payment is made.
4. Activities must be limited to facilities/areas assigned for the event.
5. The people attending the event must not exceed the number specified in the application.
6. Smoking and alcohol is not permitted at any time inside the building
7. The use of equipment must be approved by the SNMC in advance.
8. The Applicant must provide proof of insurance and shall name SNMC as additional insured there under or pay \$38.00 ** as insurance for the event. This insurance fees to be paid with rental fees.
9. Based on event, damage deposit \$50 to \$200, will be used to cover costs related to cleaning and/or property damage during the event.
10. The applicant is responsible for any loss or damage to the rental area(s), appliances and fixtures, thereof.
11. During the event, the applicant(s) bears responsibility for payment of any fee(s) charged by the Municipality or Fire department for a false fire alarm, or any such emergency.



12. Any individuals affiliated with the applicant and/or event will not under any circumstances hold SNMC responsible for any claims regarding damages against persons or property which may be brought about during or as a consequence of this event/activity.
13. Food and beverages will be allowed in the designated areas only
14. The facility must be cleaned and all materials removed and returned as neat and clean.
15. All garbage bagged and disposed in the garbage container at the parking lot near the school
16. Only warming and/or serving of food through the kitchen is permitted after approval by SNMC.
17. The applicant must ensure that parking rules are followed on SNMC premises.

THE APPLICANT HEREBY AGREES TO ABIDE BY ALL APPLICABLE REGULATIONS DURING THE RENTAL OF THE FACILITY FROM SNMC ON THE DATE AND TIME AND AT THE RATE SHOWN. THE APPLICANT FURTHER ACCEPTS ALL OF THE ABOVE CONDITIONS AND ACKNOWLEDGES THAT SHOULD THEY FAIL TO COMPLY WITH THEIR OBLIGATIONS AS LISTED ABOVE, THEIR EVENT MAY BE CLOSED DOWN.

Additional Information, Conditions or Agreements.

APPLICANT NAME AND SIGNATURE:

SNMC MANAGEMENT NAME AND SIGNATURE

DATE: _____

** Insurance fees, rental fees, equipment and other fees subject to change without notice