



FAIRVIEW COMMUNITY CENTRE
THEATRE BOOKING FORM

Event Date (s) _____

Name/Organization _____

Contact _____

Address _____

Phone _____ E-mail _____

Type of Event _____

Group [] Youth [] Adult [] Mixed

Time Required: Date _____ Time in _____ Time out _____
Date _____ Time in _____ Time out _____
Date _____ Time in _____ Time out _____

Facility and Equipment Requirements:

[] Theatre [] Technical

Additional Requirements: _____

We have received, read and agree to abide by the Community Centre User Regulations. All rental charges must be paid a minimum of one month prior to the event. Rental rates are subject to change without notice, therefore to confirm the discussed price; payment in full should be made at the user's earliest convenience. Guaranteed rates are only confirmed when payment in full is received by the Town. In addition, we agree to pay for any damages, extra rental, or janitorial charges and agree that costs for the aforementioned shall be withheld from the damage deposit. We further agree to pay for any charges that are in excess of the damage deposit. We also assume responsibility for the actions of users for the facility during the hours that the facility is rented. We further agree to pay any additional charges within thirty (30) days of billing date or will be charged interest on the outstanding account at the rate 2% per month. We understand that should confirmation or cancellation not be approved within forty-eight (48) hours prior to usage, the user shall be charged the applicable rental fee. Termination of rental agreement will be strictly enforced if rules and regulations are not observed.

Signature of Person Acting on behalf of the Organization

Fees / Charges

Rental Fee	Hours	Rate	COST
Theatre: - <input type="checkbox"/> Hourly - <input type="checkbox"/> Daily - <input type="checkbox"/> Weekend		\$50.00/hour \$500.00/day \$1000.00/weekend	\$
Youth Function*: - <input type="checkbox"/> Hourly - <input type="checkbox"/> Daily - <input type="checkbox"/> Weekend		\$25.00/hour \$250.00/day \$500.00/weekend	\$
Weekend + weekday rate - \$1,000.00 (\$500.00 for Youth) for weekend then Monday – Thursday \$100 per day			
4+ days – theatre for \$250.00 per day			
Audio/Video Tech		\$55.00/hour	\$
SUB TOTAL			\$
GST on Rent			\$
SUB TOTAL WITH GST			\$
Deposit (Equal to Facility Rental Charge or \$100 whichever is greater)			\$
TOTAL COST			\$

** Youth shall be defined as, that all the participants, not including leaders, instructors, or coaches, are 17 years or younger.

Damage Deposit Paid _____ Rental Fee Paid _____ Tech notified _____