



Booking Information 2018 | Meaford Hall Arts & Cultural Centre

Purchaser Details:

Name of Purchaser: _____
 Business Phone, Email, Cell: _____
 Date(s) and Time(s) of Rental: _____

RATES <i>Please circle appropriate Rate</i>	<i>Rate – community/non-profit</i>		<i>Rate – commercial/corporate</i>	
	<i>4 hour</i>	<i>8 hour</i>	<i>4 hour</i>	<i>8 hour</i>
Terrace Room	\$80	\$130	\$130	\$165
Terrace Room with terrace	\$120	\$150	\$185	\$250
Board Room	\$60	\$90	\$120	\$160
North Gallery	\$90	\$160	\$185	\$315
South Gallery	\$80	\$130	\$160	\$250
Galleries combined	\$150	\$260	\$315	\$525
Opera House	\$600	\$800	\$1200	\$1600

Total Rent \$ _____

Please Check All that Apply

Hospitality

White/black linen \$8 each x _____ \$ _____
 Dishes and Flatware (full place setting) \$2.50 pp x _____ \$ _____
 Coffee/tea service (inc urns, mugs, spoons & fixings) \$2.50 per person (min \$40) \$ _____
 Coffee/tea service with asst juices/soft drinks \$5 per person (min \$40) \$ _____
 Kitchen Access \$50 \$ _____
 Coffee/Tea urns \$25 \$ _____
 Extended Hours (more than 8 hrs) \$35/per hr per staff person (avg 2 people) \$ _____
Total Hospitality \$ _____

Audio/visual

Microphone \$30 \$ _____
 Portable Screen & Projector \$30 \$ _____
 60" Flat screen TV \$30 \$ _____
 Easel \$5 \$ _____
 Portable flipchart/whiteboard with markers \$5 \$ _____
 Lectern (no charge) \$Yes/No _____
Total Audio/Visual \$ _____

Subtotal \$ _____
HST (13%) \$ _____
Grand Total (30% Deposit Due upon Booking) \$ _____ **Deposit PD \$** _____

Bar service

Bartender- No Charge

***Insurance. Either Proof of 3rd Party Liability Insurance or Purchase via Municipal Policy. If you wish Meaford Hall to assist with the Insurance please fill out the following information:

Cost - \$100 plus PST (\$108) for receptions up to 75 people with Alcohol. (\$2million Liability, subject to change)

Name: _____

Mailing Address including Postal Code: _____

Telephone Number: _____

Email Address: _____ (if not email we will use esmith@meaford.ca for policy documents)

CC# _____

Exp ____/____

CID(3 digits on back) _____

Name on Card _____

Signature _____

OTHER CONDITIONS of BOOKING

- Rates: Community Clients will be determined according to criteria set out by Meaford Hall which includes but is not limited to either a formally organized non-profit group located within the Municipality of Meaford or a group or family residing in the Municipality of Meaford wishing to host a not-for-profit event. All other clients will be subject to Commercial Rates.
- Meaford Hall is a composting, recycling facility and all waste must be sorted into appropriate containers. Failure to do so will result in cleanup cost of \$35/hr for Meaford Hall staff to sort. All leftover consumables must be removed from the kitchen at the end of the rental time. Any items left behind will be disposed of at the discretion of Meaford Hall management. **NO STYROFOAM PRODUCTS ALLOWED.**
- The Purchaser agrees that upon rental of dishes & flatware at the end of the event the kitchen items will be put away clean. As well the kitchen will be restored to its original state upon leaving. Failure to do so will result in cleanup fees of \$35/hr for a minimum 3 hr call-in.
- Any client wishing to serve alcohol will comply with the Municipal Alcohol Risk Management Policy. **Insurance must be purchased by the client via this website: <http://programs.aon.ca/content/event-insure/home-en.html>** with copy provided to and kept on file at Meaford Hall. No other alcohol will be brought onto the premises.
- Nails, wood screws, bolts, and/or tape must not be used to affix decorations to the walls, floors or ceilings at any time.
- Smoking is prohibited throughout the premises including on the Terrace.
- Open flame and fire is prohibited throughout the building including candles.
- Children must be supervised at all times by a parent/guardian.
- Management is not responsible for the loss of items left unattended in or around the building.
- **CANCELLATION policy: 30% non-refundable deposit due at time of booking. Balance owing to be paid on the event day OR upon receipt of final invoice, as approved in advance.**

Purchaser Signature: _____

Meaford Hall Signature: _____

Date: _____