



HRC FACILITY RENTAL APPLICATION FORM

1. Client Information

Name: _____

Name of Organization if applicable: _____

Address: _____

Email Address: _____

Telephone (Business/Cell): _____

Client Category:

☐ Member of Public

☐ Affiliated Client Name: _____

2. Event Details

Date(s) and time(s) required: list all dates requested:

**Recurring bookings can be requested up to one month in advance during normal business hours and up to three months in advance for bookings after normal business hours.*

Date(s):	<u>Time(s)</u>
----------	----------------

Regional Municipality of Halton

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1

905-825-6000 | Toll free: 1-866-442-5866

Number of participants: _____

Type of Event:

Specify if other, and details including accommodations or special requirements:

Room request: (Please check each that apply):

To review a space, please contact FacilitiesServices@halton.ca to book an appointment.

Available to Clients from 8:30 a.m. to 9:00 p.m.

- ☐ Small meeting room (Seating capacity: 4-12)
- ☐ Large meeting room (Seating capacity: 13-34)

Available to Clients from 4:30 to 9:00 p.m.

- ☐ Large meeting/event space (Bronte room – Seating capacity: 126)
- ☐ Large meeting/event space (Auditorium/Gymnasium – Seating capacity: 210)

Meeting room set up is boardroom style

Large Meeting/Event Space Set Up:

- ☐ Classroom ☐ Boardroom ☐ Theatre ☐ Horseshoe ☐ Banquet

Facility Rental includes set up of chairs and tables according to selected set up style. The Client may select from the following equipment to be provided as part of the Rental:

Audio or microphone systems:

- ☐ Speaker qty (max 2): _____
- ☐ Lapel mic: (max:1): _____

- ☐ Handheld mic qty (max 2): _____
- ☐ Projection Screen qty (max 2): _____
- ☐ Stage (size range: 32 -320 sq ft) Size required: _____
- ☐ Podium
- ☐ Easel qty required (max 8): _____

Additional equipment, outside of those provided with this room booking, may be provided by the Client and indicated below:

- ☐ Audio or microphone systems
- ☐ Stage
- ☐ Tables or chairs
- ☐ Other equipment

List other equipment: _____

Food and Beverage:

Alcoholic beverages, controlled, or illegal substances are strictly prohibited from use. Food and beverage are not included as part of the Facility Rental. Clients may arrange for food and beverage separate from this application. Indicate below (if applicable):

Will you book catering services?

- ☐ Yes ☐ No

Company name: _____

Contact number: _____

If no to the previous question, will you provide food, snacks or beverages?

- ☐ Yes ☐ No

Regional Municipality of Halton

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1
905-825-6000 | Toll free: 1-866-442-5866

4. **Acknowledgment**

- ☐ I acknowledge that the HRC Facility Rental Application Form is a request only, pending approval by Facilities Services.
- ☐ I acknowledge that once this application is approved, I will be required to complete and submit an executed HRC Facility Client Rental Document with applicable waivers, and all associated fees.
- ☐ The information I have provided in this HRC Facility Rental Application Form is accurate and complete to the best of my knowledge.
- ☐ I am 18 years of age or older.
- ☐ I acknowledge that I will be required to obtain and provide proof of liability insurance of up to \$5,000,000 (based on the activity), and where applicable will be required to provide proof of liability insurance and valid WSIB Clearance Certificate(s) of any vendors, including off-site caterers, participating in the event.

Signature: _____ Date: _____