Jack Millikin Centre and the Ness Creek Site

**Weekend Rental Request**

DATE OF REQUEST

PRIMARY CONTACT­­­­­­­­­

ORGANIZATION (if applicable) ­­­­­­­­­

E-MAIL ADDRESS ­­­­­­­­­

TELEPHONE NUMBER ­­­­­­­­­

ADDRESS ­­­­­­­­­

ALTERNATE CONTACT ­­­­­­­­­

E-MAIL ADDRESS ­­­­­­­­­

TELEPHONE NUMBER­­­­­­­­­­­­­­­­­­­­­­­­

**TYPE OF ACTIVITY**

From: DATE: To: DATE:

**IS THE EVENT ? 🞎 PRIVATE** – guest list / set number of people

**🞎 PUBLIC** – public invited by social media, word-of-mouth, flyers

**ANTICIPATED MAX. ATTENDANCE ADULTS \_\_\_\_\_\_\_\_\_\_ CHILDREN \_\_\_\_\_\_\_\_\_\_**

**INDICATE WHICH AREAS YOU WOULD LIKE TO RENT**

**🞎 JACK MILLIKIN CENTRE - HALL**

**🞎 JACK MILLIKIN CENTRE – KITCHEN ONLY**

**🞎 NESS CREEK SITE NON-EXCLUSIVITY**

**🞎 NESS CREEK SITE EXCLUSIVITY**

**🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WILL YOU BE SERVING FOOD ? 🞎 NO 🞎 YES**

**IF YES, WHO IS PROVIDING ?**

**🞎 GROUP MEMBER 🞎 CATERER – ON-SITE 🞎 CATERER – DROP-OFF**

**WILL YOU BE SERVING ALCOHOL ? 🞎 NO 🞎 YES** – permit required

**SPECIAL USES / HALL EQUIPMENT TO BE USED**

**INCLUDED IN RENTAL:**

**🞎 TABLES/CHAIRS FOR \_\_\_\_\_\_\_** (# people)

**🞎 STAGE**

**🞎 DART BOARD**

**🞎 FIREPLACE**

**🞎 PODIUM**

**🞎 FLIP CHART**

**🞎 MISC FURNITURE** (couches, easy chairs)

**🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FEES APPLY:**

**🞎 COOKWARE / DISHES /GLASSWARE FOR \_\_\_\_\_\_\_** (# of people)

**🞎 SOUND SYSTEM and LIGHTS**

**🞎 PROJECTOR**

**🞎 SCREEN**

**🞎 COMMISSIONER/PHOTOGRAPHER**

**🞎 LINENS**

**🞎 ICE**

**🞎 BAR STAFF**

**🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDITIONAL COMMENTS/REQUESTS**