

## Application for Rental of Administration Centre

Contact Information	Fill In the Area Below
Contact Name:	
Organization Name:	
Status of Organization (Please select):	<input type="checkbox"/> For Profit <input type="checkbox"/> Not-for-profit
Address:	
Phone Number:	
Email:	

Reservation Information	Fill In the Area Below
Name of Event:	
Date of Event:	
Event Start / End Time:	
Anticipated Attendance:	
Please Describe the Event:	
Do you require IT Equipment (please circle)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify what you require:

Meeting Rooms	Please Select Meeting Room(s) you Require
Council Chamber	<input type="checkbox"/>
Council Chamber and Gallery	<input type="checkbox"/>
Boardroom (lower floor)	<input type="checkbox"/>
Committee Room (upper floor)	<input type="checkbox"/>

### General Notes

1. All fees are to be paid prior to the event.
2. A \$50 fee will be charged to all users who cancel with less than 48 hours notice.
3. All renters are responsible for set-up, clean-up and re-arranging the meeting space.
4. It is the responsibility of the renter to pre-arrange a training session to use the IT equipment prior to the event.
5. Township staff may be present during afterhours and weekend use of the facility.
6. Open flames are not permitted in the Administration Centre.

I, the undersigned, have read, understand and agree to the terms of the Rental of Springwater Facilities Policy.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Your personal information is being collected under the authority of the Municipal Act under section 8(1). Your personal information is necessary to complete the rental of the requested facility. The use of your personal information will be restricted to the purposes described or for any consistent purpose. If you have any questions please contact the Clerk for the Township of Springwater, 2231 Nursery Road, Minesing, ON, L9X 1A8, (705)-728-4784.

### For Internal Use Only

Internal Use Only	Fill In the Area Below
Date Received:	
Subtotal:	
HST:	
Grand Total:	
Comments:	