



Rental Application for Theatre, Community Hall (Mac), Meeting Rooms

Rental Group Information: ALL FIELDS REQUIRED

Have you rented from the Bronson Centre before?

- YES
 NO

If **yes**, please indicate the date: [Click here to enter text.](#)

Organization Name: [Click here to enter text.](#)

Street: [Click here to enter text.](#) Postal Code: [Click here to enter text.](#)

City/Prov : [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#) Other (fax or cell): [Click here to enter text.](#)

Is this group a registered non-profit organization?

- YES
 NO

If Yes CRA Business #: [Click here to enter text.](#) Provincial or Federal #: [Click here to enter text.](#)

Date Form Completed: DD/MM/YEAR Bronson Centre ONLY

PLEASE NOTE THAT **PAYMENT IN FULL** IS REQUIRED IF YOU ARE BOOKING **WITHIN 30 DAYS OR LESS** OF YOUR EVENT. ALSO, NO REFUND FOR BOOKINGS THAT ARE CANCELLED WITHIN 30 DAYS OR LESS. PAYMENT INFORMATION NEXT PAGE.

Room and Date/Time Details:

Please indicate below the rental space(s) you are requesting (add an X). Subject to availability.

- | | | | | |
|----------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Theatre
864 seat capacity | <input type="checkbox"/> Community Hall (Mac)
200 seat capacity | <input type="checkbox"/> Nepean Room #103
40' x 29' – 60 seat capacity | <input type="checkbox"/> Grey Court #109
32' x 23' – 40 seat capacity | <input type="checkbox"/> |
| <input type="checkbox"/> Rideau Room # 110
32' x 24' – 40 seat capacity | <input type="checkbox"/> Room # 221
32' x 24' - 40 seat capacity | <input type="checkbox"/> Room # 222
30 seat capacity | <input type="checkbox"/> Room # 213
20 seat capacity | <input type="checkbox"/> |
| <input type="checkbox"/> Room #212
32' x 24' – 40 seat capacity | <input type="checkbox"/> Room # 106-A
15 seat capacity | <input type="checkbox"/> | | |

Date(s) and time(s) requested. Include setup and clean up time, please. Use a separate paper if necessary.

Room Requested	Date Required	Time Required	Total Hours
<i>sample 221</i>	<i>sample Jan 10, 2019</i>	<i>sample 2 pm to 8 pm</i>	<i>sample 6</i>

Please fill out details of your booking on the reverse side of this page.
 Ensure this page is complete 😊

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Equipment requested:

Chairs (#): [Click here to enter text.](#) Tables (#): [Click here to enter text.](#)

Audio visual equipment is available. Please inquire about items and cost (as soon as possible, please).

Event Information:

What type of activity will you be hosting?

Meeting Conference Workshop Rehearsal Play Concert Other

Please briefly describe the activity: [Click here to enter text.](#)

How many people will be attending? [Click here to enter text.](#)

How many staff and/or volunteers will be working at this event? [Click here to enter text.](#)

Respect other tenants, keep participants (including children) and activities contained within the designated rented areas. Respect City of Ottawa noise bylaws. Our policy is quiet by 11 p.m. and vacant by 12 p.m.

Theatre Rentals only:

Is there a fee to attend this activity? Yes (___) No (___) If yes, what is the fee? (_____)

Where will the tickets be sold? Ticketfly [Click here to enter text.](#) (All commercial / on-line ticketing MUST use Ticketfly.)

Other (please indicate) [Click here to enter text.](#)

A facility fee applies to all theatre rentals. Where applicable a merchandise fee may also apply. Please see rates page.

Mac Hall Rentals only:

Do you plan to sell/provide food and/or beverages? Yes (___) No (___)

(A valid L.C.B.O. liquor license must be posted in the rental space if there is alcohol on the premises.

You are responsible for compliance with the terms of your L.C.B.O. Special Occasions Permit.)

Please Note:

Your staff or volunteers must be prepared to evacuate the participants in the event of a fire alarm or any other emergency. In the case of a fire alarm no one is permitted back into the building until the fire department indicates it is safe to re-enter the building. Security and Proof of Insurance may be required for your event. An over-booked event can be shut down by the fire marshal; do not over sell your event.

To confirm a booking: - Completed application form plus non-refundable deposit (see rates page).

- Payment in full required 30 days prior to event

For cancelled bookings: - 30 days prior to event – loss of deposit only

- Within 30 days of event – no refund

An impression of a valid credit card and/or a security/damage deposit may also be requested.

Deposit payment: Visa, American Express, MasterCard, debit, cash or cheque payable to Bronson Centre

Type of Card: [Click here to enter text.](#) Name on card (please print): [Click here to enter text.](#)

Card #: [Click here to enter text.](#) Expiry Date: month [Click here to enter text.](#) year [Click here to enter text.](#)

Name of Person Completing Application (must be over 21 years of age): _____

Signature: _____

Date: _____