

CecilVenues

Your Memorable Event Experience

Space Rental Agreement

Name of group _____ Email address _____

Contact person _____ Phone Number _____

Address _____ Date of Event _____

Please let us know the purpose of your event including any requirements from the centre

**# of Additional staff
requested at \$25/hour
(2 staff included in
Auditorium rental)** _____

**Please mark
which premises
and/or packages
are being rented**

Multi-Purpose Room

Community Room
+ Kitchen

Auditorium

Extras

AV Package

Set-up
begins at: _____

Event
Begins at: _____

Event
Finishes at: _____

Clean-up
Completed
at: _____

Serving Liquor/Alcohol? Yes: No: Estimated Number of Attendants (max. 268) _____

**CecilVenues requests a credit card to be on file in the event that
property damage is found after an event. An appropriate charge will be
issued matching the cost of repair to damaged property.**

Card
Number _____ Expiration
Date _____ CVV _____ Postal Code _____

**I, the undersigned, acknowledge and agree to abide by the regulations set out in the
Terms and Conditions on the following pages of this rental agreement, which have been
brought to my attention by the staff at CecilVenues. I hereby agree to indemnify the
Cecil Community Centre against all damages caused to the premises, facilities, furniture
and equipment during our possession thereof.**

Authorized Signature _____ Date _____

Centre Approval _____ Date _____

