



Gymnasium/ Youth Centre Rental Work Order
 P.O. Box 1299 ◦ Blind River, ON ◦ P0R 1B0 ◦ (705) 356-6499 ◦ (705) 356-1740

Today's Date:			
Contact Name:			
Organization:			
Billing Address:			
Phone Number:	() -	Email:	
Method of Payment:	P.O #	G/L Account #	
Please circle one:	Cash or Cheque	Receipt #	
Reason for Rental:	_____		
Date Required:	_____		
Start Time:	_____ a.m. or p.m.	End Time:	_____ a.m. or p.m.
# of people expected:	_____	Place Requesting: (circle one)	Gymnasium or Youth Centre

Type of Event	Gym Only	Gym & Kitchen	Kitchen	Gym with Kitchen (48 hours & \$200 deposit)
Licensed	\$40/hr.	\$75/hr.		\$300 you clean, \$500 we clean
Non Licensed	\$35/hr.	\$60/hr.	\$40/hr.	\$250 you clean, \$450 we clean
Rec./ Sports	\$30/hr., \$75/day	\$40/hr., \$150/day	\$40/hr., \$100/day	\$200 you clean, \$300 we clean
Meetings	\$35/hr., \$100/day	\$45/hr., \$125/day		\$250 you clean, \$350 we clean
Additional Charges				
Set-up and a take-down of table and chairs, the fee for this is: (SEE BACK OF PAGE FOR INSTRUCTIONS)				
50 people or less:	Add \$40.00		50 people or more:	Add \$80.00
TOTAL AMOUNT TO BE BILLED				\$ _____

I/We agree to pay the total amount to be billed noted above and take full responsibility for any damages that may occur in the above event. The take down of chairs and tables will be my/own responsibility and I/we agree to be responsible for the floor being swept, if needed, after the event.

I/We agree to clean the rental area selected after the said event, unless the following arrangement have been made _____.

Applicant/ Organization Representative Date

Office Use ONLY

Booking Action	Date Completed	Staff Initial
Review & Book Event on Calendar if available – file with Comm. Activator		
Receive payment and issue receipt		
Copy and forward to Infrastructure Director to schedule staff accordingly		