



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	
Payment: P.O. #		G/L Account #	
Circle one :	Cash <i>or</i> Cheque	Receipt #	
Reason for Rental			
Date Required			
Start Time		End Time	
# of people expected		Place Requesting	

Type of Event	Gym Only	Gym & Kitchen	Kitchen	Gym with Kitchen (48 hours & \$200 deposit)
Licensed	\$40.00/hr	\$75.00/hr		\$300 you clean \$500 we clean
Non-Licensed	\$35.00/hr	\$60.00/hr	\$40.00/hr	\$250 you clean \$450 we clean
Rec./Sports	\$30.00/hr \$75.00/day	\$40.00/hr \$150.00/day	\$40.00/hr \$100.00/day	\$200 you clean \$300 we clean
Meetings	\$35.00/hr \$100.00/day	\$45.00/hr \$125.00/day		\$250 you clean \$350 we clean

Additional Charges

Set-up and take-down of tables and chairs:

49 people or fewer: 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/our 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 event, unless the following arrangements 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		