

THE FRONT ROOM

901 Front Street Nelson, BC V1L4C1
250-505-2699 thefrontroomnelson@gmail.com

1. Event (Describe the type of event, i.e. birthday, wedding, meeting, etc. Attach any additional information, eg. Brochures.)

2. Name of Applicant: _____ Phone: _____
Email: _____

Address: _____

3. Effective Date: _____ Time: _____ to _____

4. Estimated number of attendees: _____ (max. 80)

5. Will there be food and/or refreshments? Yes _____ No _____

6. Will there be alcohol served? Yes _____ No _____
If yes, who is in charge of the service of alcohol? _____

Liquor License Permit Number: _____

Name and address of Permit Holder: (please include copy of permit)

7. Will there be music played? Yes _____ No _____ Live Band _____ D.J. _____

If live band, please name band:

8. If an outside party is in charge of food (i.e. caterer) has proof of liability insurance and license been obtained?

Yes _____ No _____ Name of Insurer: _____

9. Most events are covered under our own insurance. However, if you are covered by another insurance policy, please provide a copy of it and attach it to this application. Events with a liquor licence are NOT covered under our insurance and are required to purchase additional insurance (ask us for more information about how to do this).

10. Name and contact information for designate for safety and security:

Name: _____ Phone: _____

11. Has this event been held in the past? Yes _____ No _____

12. General Comments:

RATES: Please indicate with a check mark the option(s) you may be interested in.

BASIC RATES: (includes use of tables, chairs)

- Hall Only \$40/hour (min. 2 hours)
- Full Day (8hrs) \$280
- Half Day (4hrs) \$140

ADD ONS: (above and beyond the base rate)

- Sound/lighting/projector and **our** sound technician: \$25/hr
- Sound/lighting/projector and **your** sound technician (must meet ahead of time for training): \$10/hr
- Set Up/Take Down (tables/chairs only) services available upon request for a fee of \$50
- Projector ONLY (no sound/lights): \$50 (flat rate)
- Increased stage size: \$25 flat rate (includes set up/take down)
- Security (if needed): \$25/hr
- Cleaning Fee: Cleaning services provided. Rate dependant on size and nature of event.

* A cleaning fee (\$100) may be applied to any event that does not complete basic cleaning: put all garbage away into outside receptacle, sweep/mop floors, return key to mail box and turn off computer/lights/sound equip.

* Depending on the nature of your event, renters may be required to have security in place (either supplied by the front room or by the renter) or pay a damage deposit.

*ask us about special rental rates for non profit groups and frequent renters.

*note that we do not charge GST – all prices are inclusive of tax

Release and Waiver of Liability

I/We hereby agree to the following: I agree to take full responsibility for any risks, injuries or damages known or unknown which might occur, unless caused by the negligent act of the Lessor or its agents or employees. I/We hereby release "The Front Room/Nelson Vineyard Church, "its affiliates, officers, directors, agents, employees and contractors from liability for any injury, loss or damages that may result from my participation, use of equipment or from any services provided or treatment rendered, unless caused by the negligent act of the Lessor or its agents or employees. This release binds my heirs, successors and assigns.

* please ensure you review The Front Room "Equipment and Kitchen Guidelines" *

Applicant's Signature: _____ Print Name: _____ Date: _____

Upon acceptance of this application a 50% deposit is required.

Cancellations made less than one week before the event will loose this deposit.

Payment options: Cheque (made out to "Nelson Vineyard Church"), E-Transfer or Cash