



Demande de location/Rental Request

Please send the completed form to: rentals.locations@CentreWakefieldLaPeche.ca

Veuillez envoyer le formulaire rempli à: rentals.locations@CentreWakefieldLaPeche.ca

Contact

DATE:

Nom/Name		Email	
Organization		Tel/Cell	
Address			

Détails

Date de l'événement		# participants	
RENTAL début/start		RENTAL fin/end	
EVENT début/start		EVENT fin/end	
Cet événement est-il ouvert au public/ Is this event open to the public?	<input type="checkbox"/> oui/yes <input type="checkbox"/> non/no		

Chambres & espaces/Rooms & spaces

<input type="checkbox"/> Salle Gwen Shea Hall (SGSH)	<input type="checkbox"/> Foyer	<input type="checkbox"/> Studio	<input type="checkbox"/> Bibliothèque/Library
<input type="checkbox"/> Salon	<input type="checkbox"/> Bar	<input type="checkbox"/> Cuisine Industriel Kitchen	<input type="checkbox"/> Dehors/Outside

Equipment

<input type="checkbox"/> Chaises/chairs	#	<input type="checkbox"/> Risers - gradins/seating	<input type="checkbox"/> 5 rows <input type="checkbox"/> 7 rows
<input type="checkbox"/> Tables	#	<input type="checkbox"/> Risers - scène/stage	# of 8'X3' panels
<input type="checkbox"/> System audio	<input type="checkbox"/> built-in <input type="checkbox"/> portable	<input type="checkbox"/> éclairage Theatre Lights	
<input type="checkbox"/> Microphones	#	<input type="checkbox"/> Écran/screen & projecteur/projector	
<input type="checkbox"/> Mic stands	#	<input type="checkbox"/> TV (mobile)	

Services supplémentaires/Extra Services

<input type="checkbox"/> Installation/set up & retrait/trakedown	<input type="checkbox"/> Technicien Audio Technician
<input type="checkbox"/> Projectionniste/Projectionist	<input type="checkbox"/> Technicien d'éclairage/Lighting Technician

The renter is liable for any and all damage to the building such as new scratches on the floor, walls etc. as well as damage to chairs, tables and equipment used by the renter or participants of the event. Eventual damage payments will be determined based on the costs of repair or replacement. A damage deposit of \$1000 is due prior to the event and will be returned after the rental has finished and the parties agreed that no damage has been done.

To avoid causing any damage, the renter is requested to:

- act prudent, and supervise the participants of the event.
- Wipe your feet before entering the rooms as sand and grit will cause heavy wear to the floors.
- Do not drag chairs or tables or other objects over the floor as that may cause scratches.
- Do not use tape to attaché things to the walls. The paint may come off or remnants of tape will cause discoloration.
- Do not use nails, screws, or pushpins anywhere in the building.
- Clean up spills (food and drinks) immediately as the liquid may discolor the floor.
- If you are using mats, do not walk on them with shoes on, and do not put anything on it such as chairs.
- If you have any requests for dressing up the rooms etc. ask us how to do it as there is a lot that can be done.