



**Booking Information 2021 | Meaford Hall Arts & Cultural Centre**

**Purchaser Details:**

Name of Purchaser: \_\_\_\_\_  
 Business Phone, Email, Cell: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Time of Rental: Arriving at Building \_\_\_\_\_  
 Note: half day is 4 hrs Event Starts at \_\_\_\_\_  
 Full Day is > 4 hrs Event Ends at: \_\_\_\_\_  
 Out of Building: \_\_\_\_\_

RATES	Rate – community/non-profit		Rate – commercial/corporate	
	4 hour	8 hour	4 hour	8 hour
Terrace Room	\$80	\$130	\$130	\$165
Terrace Room with terrace	\$120	\$150	\$185	\$250
Board Room	\$60	\$90	\$120	\$160
Galleries	\$150	\$260	\$315	\$525

\*for opera house rental please inquire

**Total Rent** \$ \_\_\_\_\_

**Please Check All that Apply**

**Hospitality**

White/black Table Linen \$9 each x \_\_\_\_\_ \$ \_\_\_\_\_  
 Coffee/tea service (inc urns, mugs, spoons & fixings) \$2.50 per person (min \$40) \$ \_\_\_\_\_  
 Kitchen Access \$50 \$ \_\_\_\_\_  
 Dishes and Flatware (full place setting) \_\_\_\_\_  
 Coffee/Tea urns \$25 \$ \_\_\_\_\_  
 Extended Hours (more than 8 hrs) \$35/per hr per staff person (avg 2 people) \$ \_\_\_\_\_  
 Bar Service Required? Yes / No Cash Bar or Host Bar? \_\_\_\_\_ (no charge for this)

**Total Hospitality** \$ \_\_\_\_\_

**Audio/visual**

Microphone Yes / No  
 Portable Screen & Projector Yes / No  
 60" Flat screen TV Yes / No  
 Easel Yes / No  
 Portable flipchart/whiteboard with markers Yes / No  
 Lectern (no charge) Yes / No

**Subtotal** \$ \_\_\_\_\_

**HST (13%)** \$ \_\_\_\_\_

**Grand Total (30% Deposit Due upon Booking)** \$ \_\_\_\_\_ **Deposit PD \$** \_\_\_\_\_

**Setup: (CHECK ONE OPTION)**

Reception Style: Some seating, some standing \_\_\_\_

Audience Style: Seating facing the speaker/ presentation area \_\_\_\_

Classroom Style: Seating behind tables facing speaker/presentation area \_\_\_\_

Notes: \_\_\_\_\_

**OTHER CONDITIONS of BOOKING**

- Rates: Community Clients will be determined according to criteria set out by Meaford Hall which includes but is not limited to either a formally organized non-profit group located within the Municipality of Meaford or a group or family residing in the Municipality of Meaford wishing to host a not-for-profit event. All other clients will be subject to Commercial Rates.
- Meaford Hall is a composting, recycling facility and all waste must be sorted into appropriate containers. Failure to do so will result in cleanup cost of \$35/hr for Meaford Hall staff to sort. All leftover consumables must be removed from the kitchen at the end of the rental time. Any items left behind will be disposed of at the discretion of Meaford Hall management. **NO STYROFOAM PRODUCTS ALLOWED.**
- The Purchaser agrees that upon rental of dishes & flatware at the end of the event the kitchen items will be put away clean. As well the kitchen will be restored to its original state upon leaving. Failure to do so will result in cleanup fees of \$35/hr for a minimum 3 hr call-in.
- Any client wishing to serve alcohol will comply with the Municipal Alcohol Risk Management Policy. No other alcohol will be brought onto the premises.
- Nails, wood screws, bolts, and/or tape must not be used to affix decorations to the walls, floors or ceilings at any time.
- Smoking is prohibited throughout the premises including on the Terrace.
- Open flame and fire is prohibited throughout the building including candles.
- Children must be supervised at all times by a parent/guardian.
- Management is not responsible for the loss of items left unattended in or around the building.

**REFUNDS**

- Refunds are only available during the 14 day cooling-off period immediately following Facility bookings. Cancellation requests received during this cooling-off period will be refunded in full. Should the facility booking be scheduled less than 14 days after the booking takes place, no refund shall be available. Cancellations must be received in writing to be eligible for refunds.

**Transfers / Credits**

- Booking cancellations received after the 14 day cooling off period, but more than 14 days from the date of the booking shall be permitted a transfer to another date, with no financial penalty. Should an alternate date not be immediately available, a credit for future bookings will be applied to the customer account. This credit may carry forward to future years. Cancellations must be received in writing to be eligible for transfers or credits.

**Late Cancellation**

- Cancellations received less than 14 days before the facility booking shall not receive a refund or credit.

**Municipal Cancellations**

- Bookings and registrations cancelled by the Municipality due to issues beyond municipal control, including but not limited to emergency situations, weather, facility issues, health and safety, shall be refunded in full.

**Purchaser Signature:** \_\_\_\_\_

**Meaford Hall Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_