

Name/type of event:

Space to be booked:	
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Date Requested:

Time of rental (include any set up/clean time):
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Set up notes - all details to be confirmed:
<p><i>Tables, chairs, linens or other equipment you need will be set up by staff prior to your rental start time.</i></p>

Caterer or other vendors, if applicable:

There's no fee for a bartender, and no need to offer alcohol if you prefer not to.

Cash bar?	
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Host bar? Non alcoholic selections included. Tab paid via credit, debit or cash at end of rental. 18% gratuity added.	
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Coffee service complimentary to guests and billed at \$2.50 pp, based on 2/3rds the attendance. Includes tea, water and juice. With or without accompanying bar.	
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Fees and charges are set by Council. Listed prices are community rates, specifically for Meaford residents and non profit events. HST not included.

Terrace Room	Galleries
\$80 4 HRS	\$165 4 HRS
\$160 8 HRS	\$275 8 HRS

Other	
Linens, \$12 ea. black or white	
Kitchen use; includes dishes \$50	
Full dish service; washing and resetting kitchen areas \$35 p/person p/hr. Usually \$70 for attendance around 100 and light catering.	
Mic, TV and Lectern available at no additional cost.	
Background music can be provided. Discuss prior to event.	

Estimated number of guests:

Rental Contact Name(s):

Business/Organization Name if Applicable:

Phone:

Email:

Mailing Address:

Notes and questions: