

**2013 FESTIVAL HALL BOOKING FORM**

4214 58th Street, Red Deer, Alberta  
MAIL to: Box 24001, Red Deer, AB T4N 6X6  
Phone: (403) 346-0055 Fax: (403) 347-8759 (403) 550-3396 (Hall)  
Email: rdchs@telus.net

Purpose: \_\_\_\_\_ Date(s) Required \_\_\_\_\_

Anticipated attendance #: \_\_\_\_\_ Actual # \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Box # City Prov. Postal Code

Telephone: \_\_\_\_\_ Business: \_\_\_\_\_ e-mail or fax: \_\_\_\_\_

**Hall Rental:**

Full Day Rental: \$720.00 \_\_\_\_\_

Sunday – Friday (min.3 hours) after 4:00 pm on school days: \$70.00 per hour: X \_\_\_\_\_ = \_\_\_\_\_

Upstairs Meeting Room: \$50.00 per hour or with Main Hall Rental \$100.00 per event: \_\_\_\_\_

Event: Alcohol \_\_\_\_\_ Non Alcohol \_\_\_\_\_

**REQUIREMENTS FOR ALCOHOL EVENT:**

1. Proof of \$2 million Party Alcohol Liability Insurance naming RDCHS as co-insurer. (Provide Copy) \_\_\_\_\_
2. Security (mandatory) Rate: \$22.00/hr & GST Hours needed: \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ x \$22 = \_\_\_\_\_
3. Corkage (pop, juice, bar supplies) Rate: \$4.75 (over 5 years of age) & GST # \_\_\_\_\_ x \$4.75 = \_\_\_\_\_
4. RDCHS Bartenders (mandatory 2) Rate: \$30.00 hour & GST. Hours \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ x \$30 = \_\_\_\_\_
5. RDCHS Ticket Seller (optional): \$15.00 per hour & GST. Hours \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ x \$15 = \_\_\_\_\_

**OPTIONAL SERVICES AVAILABLE:**

6. Set Up: set up tables & chairs (layout needed) \$150.00 \_\_\_\_\_
7. Take down & clean-up \$250.00 \_\_\_\_\_
7. Linens: (exact numbers) & GST - Sizes and amounts = \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
8. PA system with/without microphone (does not include CD player/iPod/etc.) \_\_\_\_\_

**Booking Deposit: \$150.00** Date Received: \_\_\_\_\_ Cheque # \_\_\_\_\_ Cash \_\_\_\_\_

**Refundable Deposit due 60 Days in Advance**

**\$635.00 (Sat.) \$500 (other days):** Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_

**I HAVE READ AND ACCEPT THE CONDITIONS AND THE TERMS OF RENTAL.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RDCHS signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Final Bill will be prepared with amount of charges just prior to event, and that amount paid by Cash, Certified Cheque or Money Order. Adjustments may be made after the event. \*NOTE: Prices subject to change without prior notice.

The personal, and or professional information requested on this form shall solely be for the purposes of booking the Festival Hall  
PIPA (Personal Information Protection Act 2004) Government of Alberta