

Saint-Boniface Cathedral Parish

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Rental Agreement Request

- Great hall
 Audio-visuel room
 Church

Part A : Renter's information

Event name			
Hosted by			
Contact Person			
Phone		Cell	
E-mail			
2 nd contact (alternative)			
Bill to*			

*Check here, if the same as the Host

Part B : type of event (choose one option)

Event date		
Event Time	From :	To :
Access to room at :		
Orther dates		

- | | |
|---|--|
| <input type="radio"/> Anniversary/Birthday party/Shower | <input type="radio"/> Business meeting |
| <input type="radio"/> Conference or Workshop | <input type="radio"/> Concert |
| <input type="radio"/> Reception with alchool | <input type="radio"/> Memorial |
| <input type="radio"/> Reception without alchool | <input type="radio"/> Other _____ |

Number of participants	
------------------------	--

Is this a ticketed event or is it by invitation only?

- Invitation
 Ticket

Kitchen use required?

- Yes
- No

Will food be served?

- Yes
- No

Part C : Equipment

Tables

- Rounds Qty : _____
- Rectangulars Qty : _____
- Cocktail tables Qty : _____

Table clothes*

- Rounds Qty : _____
- Rectangulars Qty : _____

Please give us at least 2 weeks' notice.

Chairs

- Yes Total Qty : _____
- No Qty per table : _____

Layout

- Banquet
- Conference
- Cocktail
- Classroom
- Theatre
- Other (use additional sheet)

Others

- Dance floor* Size : _____
- Stage* Size : _____
- Podium

*Additional cost

Part D : Audiovisuel Equipment

Will you require audiovisual equipment?

Certain equipment is included with the room rental.
Ask us for more information.

Equipment Required

- Mic system*
- Computer*
- DVD reader
- Flip-chart*

*Additional cost

Part E : Liquor Service

Will Liquor be served at the event?

- Yes
- No

Alcohol will be...

- Free
- Sold

A permit from the Liquor and Gaming Authority of Manitoba is required for any event with alcohol.

Obtaining a liquor permit is the renter's responsibility. Approval from the Saint-Boniface Cathedral Parish is required before applying. A copy of the permit must be provided to our office before the start of the event.

Servers are provided by Saint-Boniface Cathedral Parish at a cost of \$20/server/hour. Not outside servers are permitted.

Part F : Catering service

Is a catering service being hired?

- Yes
- No

Caterer name :	
Cell:	
Access to hall at :	

It is the renter responsibility to ensure that the Caterer has a valid permit from the Public Health Inspector.

Part G : Security

The Parish reserves the right to require security for certain events. In that case, the cost of security will be added to the rental cost.

Part H : Notes and commentaries

Notes/Comments/Changes

I certify that I have read the terms and conditions and policies for the hall renting agreement of the Saint-Boniface parish

Renter's name

Date

Signature

Final Confirmation (Parish)