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GARCELON
CIVIC CENTER

CULTURE, COMMUNITY, AND CONFERENCE CENTER

Rental Agreement



Renter Information:

Rental type: (select one) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Business/Private		
Name /Organization:		
Mailing Address:		
Primary Contact Name:	Phone:	E-mail:
Secondary Contact Name:	Phone:	E-mail:
Fax:		

Rental Information:

Event Name:	
Date(s) of Event:	Number of People:
Event Start Time:	Event Finish Time:

Please briefly describe your rental (meeting, seminar etc.):

Catering:

Catering is the responsibility of the renter. The Garcelon Civic Center has a preferred cater onsite.		
Contact Name:	Phone:	E-mail:

[Type here]



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Room(s) Requested: (Please check applicable room(s).)

- LK Toombs Chartered Accounts Conference Room 205
- QM Construction Room 206
- The Halstead Room 207
- Full Culture, Community, & Conference Room (includes Rooms 205,206,& 207)
- Two Culture, Community, & Conference Room(s): (Please check applicable room combination.)
(Rm 205,206) (Rm 205, 207) (Rm 206, 207)
- Small Boardroom 026
- Moosehead Boardroom 028
- Rotary Club Crush Area
- Disher Homes Kitchen 211
- Daryl Spires & Chris (McSorley) Pool Viewing/Meeting Room 214
- Wedding Package (includes full Culture, Community, & Conference Room (includes Rooms 205, 206, and 207), balcony access, the Rotary Crush Area, projector(s), drop down screens, microphones, kitchen access or catering prep-time, table and chair set- up, and next morning clean-up)

Complimentary Items: (Please check the item(s) you will need.)

- Podium (s) Quantity: _____
- Stacking Chair(s) Quantity: _____
- Flip Chart(s) Quantity: _____
- Tables: Rectangular Quantity: _____ Round Quantity: _____

Equipment/Audiovisual: (Please check the item(s) you will need.)

- Flip Chart Paper Pad(s). Quantity: _____
- Projector & Drop Down Screen. Quantity: _____
- Portable Smart Board.
- Microphone(s): Quantity: _____
- Table Linens: Rectangular Quantity: _____ Round Quantity: _____
- Smart Board (Moosehead Room).

[Type here]



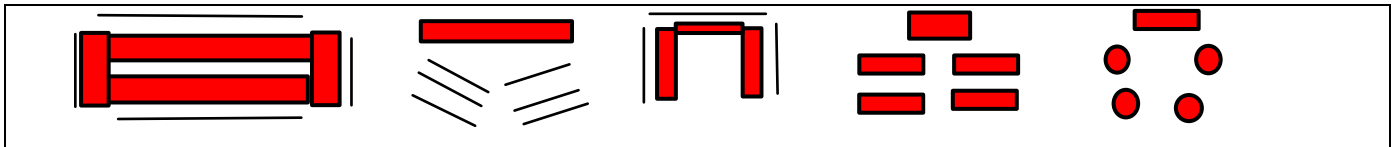
CULTURE, COMMUNITY, AND CONFERENCE CENTER



Rental Agreement

Set-up Requirements/Details: (Please check the set-up arrangement preferred.)

___ Hollow Square Theater ___ U-Shape ___ Classroom ___ Rounds ___



Set-up Notes:

This Agreement between _____ and the Town of St. Stephen defines the terms and conditions for the rental of the Culture, Community, and Conference Center of the Town of St. Stephen's Garcelon Civic Center.

I, _____, a member of _____
 NAME RENTAL GROUP, IF APPLICABLE

have hereby read and understand all terms and conditions contained within the Town of St. Stephen's Garcelon Civic Center Conference/Meeting Room Rental Rates and Guidelines Policy 62; have paid the rental fee and damage deposit as laid out by the Garcelon Civic Center and agree to abide by the conditions _____ on _____ for _____

RENTAL DATE

TYPE OF EVENT

Any group or person that fails to provide complete and honest information in respect to their intended use. The Town reserves the right to cancel the contract at any time for any breach of terms on this contract.

Signature: _____ Date: _____

Office Use Only

Rental Fee:	Deposit:
Rental Fee Paid On:	Deposit Paid On:
Receipt Number:	Receipt Number:

[Type here]

Payment Method:	Payment Method:
Invoice Number:	Date Released:
Staff	Other Comments:

- We received notification that said facility was left in good condition with no damage, and hereby authorize the release of the damage deposit.
- We received notification damage has occurred at the above noted facility, and the Town of St. Stephen has been duly reimbursed for said damage.

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CULTURE, COMMUNITY, AND CONFERENCE CENTER

Room Descriptions/Details



Main Floor

Room	Specifications	Details
Meeting Room 026	<ul style="list-style-type: none"> • 195 Square ft. room. • 11 ft. wide x 17 ft. length. • Up to 10 people. • Ceiling height 8 ft. • Windows 5 ft. wide x 16 ft. height. 	One (1) boat shaped meeting room table with ten (10) deluxe mid-back executive chairs as well as a visual presentation cabinet.
Moosehead Room 028	<ul style="list-style-type: none"> • 656 Square ft. room. • 21 ft. wide x 28 ft. length. • Up to 32 people. • Ceiling height 8 ft. • Windows 5 ft. wide x 16 ft. height. 	Two (2) storage cabinets, thirty-two (32) arm chairs, and eight (8) rectangle flip top tables. Smart board technology, computer, and computer cart complete this room

Top Floor

Room	Specifications	Details
LK Toomb Chartered Accounts Conference Room 205	<ul style="list-style-type: none"> • 764 Square ft. room. • 16 ft. wide x 38 ft. length. • Up to 72 people. • Ceiling height 14 ft. • Window 5 ft. wide x 16 ft. height. 	Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. The room has fully integrated audio visual capabilities.
QM Construction Room 206	<ul style="list-style-type: none"> • 732 Square ft. room. • 19 ft. wide x 57 ft. length. • Up to 72 people. • Ceiling Height 14 ft. • Windows 5 ft. wide x 16 ft. height. 	Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. The room has fully integrated audio visual capabilities. A ceiling mounted drop down screen and an overhead projector complete the room.
The Halstead Room 207	<ul style="list-style-type: none"> • 1,614 Square ft. room. • 31 ft. wide x 41 ft. length. • Up to 158 people. • Ceiling Height 14 ft. • Windows 5 ft. wide x 16 ft. height. 	Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. The room has fully integrated audio visual capabilities. A ceiling mounted drop down screen and an overhead projector complete the room.

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<p>Full Conference Room</p>	<ul style="list-style-type: none"> • 3,110 Square ft. room. • 41 ft. wide x 68 ft. in length. • Up to 250. • Ceiling height 14 ft. • Windows 5 ft. wide x 16 ft. height. 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. The room has fully integrated audio visual capabilities. Two (2) overhead projectors and two (2) ceiling mounted drop down screens complete the room.</p>
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CULTURE, COMMUNITY, AND CONFERENCE CENTER



Room Descriptions/Details

Top Floor cont'd

Room	Specifications	Details
<p>Two Culture, Community, & Conference Room 205 & 206</p>	<ul style="list-style-type: none"> • 1,496 square ft. room. • 35 ft. wide x 95 ft. length. • Up to 147 people. • Ceiling height 14 ft. • Window 5 ft. wide x 16 ft. height. 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. A ceiling mounted drop down screen and an overhead projector complete the room. The room has fully integrated audio visual capabilities.</p>
<p>Two Culture, Community, & Conference Rooms 206 & 207</p>	<ul style="list-style-type: none"> • 2,346 Square ft. room • Up to 230 people. • 47 ft. wide x 79 ft. length. • Ceiling height 14 ft. • Windows 5 ft. wide x 16 ft. height. 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. The room has fully integrated audio visual capabilities. A ceiling mounted drop down screen and an overhead projector complete the room.</p>
<p>Two Culture, Community, & Conference Rooms 205 & 207</p>	<ul style="list-style-type: none"> • 2,378 Square ft. room. • 16 ft. wide x 38 ft. length. • Up to 230 people. • Ceiling height 14 ft. • Windows 5 ft. wide x 16 ft. height. • 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs.</p>
<p>Balcony</p>	<ul style="list-style-type: none"> • 12 ft. wide x 24 ft. in length. 	<p>Overlooks the St. Croix River and downtown St. Stephen.</p>
<p>Rotary Crush Area 203</p>	<ul style="list-style-type: none"> • 1,704 Square ft. room. • 24 ft. wide x 46 ft. in length. • Up to 25 people. • Ceiling height 14 ft. • 30 ft. wide x 20 ft. in length. 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. Digital Displays. This room can be combined with room 205. Bistro tables and barstools are available for this room.</p>
<p>Daryl Spires & Chris (McSorley) Pool Viewing/ Meeting Room</p>	<ul style="list-style-type: none"> • 635 Square ft. room. • Up to 59 people. • 17 ft. wide x 30 ft. in length. 	<p>Rectangular and/or round tables and chairs can be set-up in a customized arrangement to suit your booking needs. Digital Display. Bistro tables and barstools are</p>

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214	<ul style="list-style-type: none">• Ceiling height 8 ft.	available. The room overlooks the Aquatics Center.
Disher Homes Kitchen Room	<ul style="list-style-type: none">• 775 Square ft. room.• Ceiling height 14 ft.	Fully functional Kitchen that includes: appliances, cutlery, dishes, and coffee/tea urns etc.

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