

# Facility Rental Form



Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Event: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Sutter Fund Party Room

☐ Email Sent Booked By: \_\_\_\_\_

### Birthday/Team Party

Name: \_\_\_\_\_ Age: \_\_\_\_\_

☐ 10:30-1:00 ☐ 2:00-4:30

☐ 1-30 people \$175.00..... \$ \_\_\_\_\_

☐ After Hours (3 Hours) \$275.00..... \$ \_\_\_\_\_

### Deposit: \$50 (1 Week Cancellation Notice)

☐ Visa ☐ MC ☐ Invoice Required

☐ Cash ☐ Cheque ☐ Debit ☐ E-Transfer\*

\*send e-transfer to director@albertasportshall.ca

### Extras

☐ Rent Podium \$25..... \$ \_\_\_\_\_

☐ Rent PA System \$25..... \$ \_\_\_\_\_

☐ Coffee & Tea \$25..... \$ \_\_\_\_\_

## Education Programs (Schools & Community Groups)

☐ 1-30 people \$100.00..... \$ \_\_\_\_\_

☐ 31-60 people \$200.00..... \$ \_\_\_\_\_

## Teams (One Payment)

☐ 1-30 people \$125.00..... \$ \_\_\_\_\_

Additional People \$5/Person..... \$ \_\_\_\_\_

## Corporate Rental

☐ Daytime (Facility Open) \$225.00..... \$ \_\_\_\_\_

☐ Daytime (Facility Closed) \$350.00..... \$ \_\_\_\_\_

☐ After Hours (3 Hours) \$275.00..... \$ \_\_\_\_\_

## Boardroom Rental

☐ Daytime \$35/Hour (Max \$140/Day)..\$ \_\_\_\_\_

☐ After Hours \$50/Hour.....\$ \_\_\_\_\_

## Program Details

☐ Art in Sport

☐ Collections Tour

☐ Lasting Traditions

☐ Scavenger Hunt

☐ Adaptive Sports

☐ Team Building

☐ Innovation & Evolution

☐ Other: \_\_\_\_\_

## Things to Know:

☐ Bring your own food, drinks, decorations

☐ Bring water bottles (no water fountain on site)

☐ Indoor Shoes/Active Wear

☐ Time of booking includes:

*Setup, take down, cleaning, guests arrival & leaving*

☐ Adequate adult supervision is required

## After Hours Bookings:

Museum interactives

☐ On ☐ Off

Is the event open to the public?

☐ Yes ☐ No

## Comments

How they heard: \_\_\_\_\_