

# Facility Rental Form



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

## Sutter Fund Party Room

Email Sent

### 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

## Group + School Programs

1-30 \$75.00..... \$ \_\_\_\_\_

31-60 \$150.00..... \$ \_\_\_\_\_

## 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..... \$ \_\_\_\_\_

## Extras:

Rent Podium \$25..... \$ \_\_\_\_\_

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

Coffee & Tea \$15..... \$ \_\_\_\_\_

## Program Details (Office Use Only)

Art in Sport                       Collections Tour

Lasting Traditions               Scavenger Hunt

Fair Play + Respect               Team Building

Adaptive Sports

Other: \_\_\_\_\_

## Things to Know:

Bring your own food, drinks, decorations

Bring waterbottles (no water fountain on site)

Indoor Shoes/Active Wear

Time of booking includes:

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

Adult supervision is required

## After Hours Bookings:

Museum interactives:

On     Off

Is the event open to the public?

Yes    No

## Comments

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