

◆ ◆ ◆ ◆ ◆ ◆ ◆ WestEnd Commons

Room Rental Form

EVENT DATE _____
 DATE BOOKED _____
 Organization _____
 Address _____

Event Planner _____
 Phone _____
 Email _____
 Contact on Site _____
 Phone _____
 Email _____

SPACE BOOKED	TIME SLOT			SET-UP (See WEC Facility Rental Flyer)	RENT PER 4-HR
	8am-12n	12:30p-4:30p	5pm-9pm		
Assembly Hall					\$125
Assembly Hall*			12 midnight*		\$350
Kitchen					\$100
Thelma Wynne					\$40
Multi-Purpose Room					\$40
Meeting Room					\$40
Lounge					\$30
Atrium					\$50
Total					

* On Statutory or Civic Holidays - rental fee will be surcharged 50%.

◆ TERMS & CONDITIONS:

Payment Info: A **20% deposit** is required to hold any space and will be applied to your final bill. Full payment is due a minimum of 3 days in advance. The deposit will be retained if the event is cancelled with less than 3 days notice.

Deposit Amount		Date		Full Payment Amount		Date	
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Send Payment to: WestEnd Commons | 365 McGee St. | Winnipeg, MB R3G 3M5
 Phone: (204) 414-1510 Fax: (204) 774-1847 Email: office@thewestendcommons.ca

Exceeding Time: Exceeding your scheduled times may interfere with another group booking or delay custodial work. Any time exceeding a 15-minute grace period will be charged at the rate of \$50 per hour or portion.

Special instructions: _____

General Policies and Conditions attached will be fully applied and are integral to this rental agreement. The signee and/or the agency represented accepts these terms.

 Event Planner Signature

 WEC Signature

 Date

 Date

◆ EVENT SUPERVISION:

Condition _____

TIME IN		TIME OUT	
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 Supervisor Signature

PLEASE NOTE: USE SEPARATE FORMS FOR MULTIPLE DATES.



a project of St Matthews Non Profit Housing Inc.
www.thewestendcommons.ca