

CATHOLIC FAMILY SERVICES OF PEEL DUFFERIN ROOM RESERVATION REQUEST FORM

Organization: _____

Name of Applicant : _____ Phone : _____ Fax: _____

Address : _____

Email: _____

Billing Address/Dept, Acct.#: _____

Title of Event : _____

Date of Event : _____ Number of Attendees _____
(for multiple events, please complete the section below)

Time of Event (please include set-up-time) _____

(Set up will be your responsibility. If you require set up by CFSPD additional charges of \$25.00 apply)
Set up through CFSPD staff only available after 8:30 am. Any set up required prior to that time will be your Responsibility.

CFSPD does not provide Laptop/computer access.

Requests for setting up by CFSPD plus AV (projector, screen, computer speakers) additional charges apply (\$50.00).
For AV Equipment only \$35.00 :

Room Reference : 1st Choice _____

2nd Choice _____

Set up Requirements: _____

RECURRING /MULTIPLE RESERVATIONS

Please specify the dates for each month of the semester you wish to reserve a room

Year:

SPRING

FALL

JAN :	JUL:
FEB :	AUG:
MAR:	SEP:
APR:	OCT:
MAY:	NOV:
JUN:	DEC:

Signature

Date:

I have read and understand the "Reservation Conditions" on the back of this form

Room Reservation Request

Terms and conditions

1. Reservation requests should be submitted at least 2 weeks in advance to allow adequate time to schedule the facility/room(s).
2. Permission to serve alcoholic beverages requires permit approval ten (10) working days prior to the scheduled event. A permit can be obtained at Liquor Control Board.
3. All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the booking office.
4. Catholic Family Services of Peel Dufferin is not responsible for personal items, either lost or left in the room(s).
5. Any materials affixed to painted walls and/or wood surfaces is prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation.
6. Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors. No flammable items may not be burned in any of the Catholic Family Services of Peel Dufferin facilities.
7. The program for speakers, room set-ups, room decorations and equipment needs must be submitted for approval at the time the reservation is requested. Additional costs charged for this service.
8. CFSPD will not provide a refund unless 48 hours notice provided. Notification of cancellation in the following manner: by telephone or email.
9. If liability insurance is required, liability insurance shall be provided by the requesting organization and evidence of same.
10. To the extent permitted by the law, the requesting group agrees to save and hold harmless the Catholic Family Services Peel Dufferin from any damages which may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators, or agents of the requesting group. Please confer with (booking@cfspd.com) or Ana Hill at 905-450-1608 ext 404 for more information about insurance and to see if insurance is required for your specific event.
11. EXTRA SERVICE: Requesting organizations shall pay a sum to the Catholic Family Services Peel Dufferin on demand for additional equipment, setup, labor, etc. incurred and requested (above the amount of facility rental) if required
12. All fees are due and payable within 30 days of the event unless otherwise arranged for with (booking@cfspd.com) or Ana Hill at 905-450-1608 ext 404. After 30 days, outstanding balances are past due and subject to interest charges.