# Request to Rent Space

COMPLETING THIS FORM DOES NOT CONFIRM A BOOKING

*A signed rental contract is required before the booking can be confirmed*

Event Information

Please describe the activity you will be hosting:

Is certification required such as in a training or physical activity event?

If yes, what certification is held by the organizer or other event leader?

*All rentals, unless exempted, require a $2 million Liability Insurance certificate with Almonte United Church added as an additional insured. Insurance can be event specific.*

How many people are expected to attend?

How many staff and /or volunteers will be working at this event?

Do you plan to sell/provide food and/or beverages?

Potential dates(s) requested

Potential start time Potential end time

First and Last name of organizer

Organizer email address Organizer phone number

Organizer mailing address

Are you a first time or returning organizer?

Please indicate which room(s) you are interested in:

Do you require any set-up and take down time?

Do you require equipment? (i.e. chairs, tables)

Additional comments:

Signature of Organizer: Date: