



# BOOKING FORM

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## Contact Information

First/Last Name/Organization: \_\_\_\_\_

Contact/Email: \_\_\_\_\_

Organization: \_\_\_\_\_ ☐ Not for Profit

### Billing Address:

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City: \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

### Booking Dates

Date 1 \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Date 2 \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Date 3 \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Date 4 \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Date 5 \_\_\_\_\_ Start/End Time: \_\_\_\_\_

**Form of Payment** ☐ Cash ☐ EMT ☐ Online

**Rules of Use:** Our event space observes green practices. Avoid single use plastic and wash any reusable cutlery. Sweep after use, wipe surfaces, rinse cloths, and hang over sink to dry. If creating excess waste, bring your own bags to take waste with you. Keep a safe distance from art on display. Bring indoor shoes in wet weather. Use front closet for coats, boots, and lost and found. Keep wash-room key by front door. The space is a shared public space used by other groups. Please agree to leave it as you found it. Fees apply for damage incurred.

**I / my group agrees to abide by these rules.** ☐

### **Booking Options**

- |  |       |
|--|-------|
| <input type="checkbox"/> Single Use Not for Profit             | \$ 25 |
| <input type="checkbox"/> 5 Uses Not for Profit (Within 1 year) | \$100 |
| <input type="checkbox"/> Single Use Business                   | \$ 75 |
| <input type="checkbox"/> 5 Uses Business (Within 1 year)       | \$300 |
| <input type="checkbox"/> Exemption (WSA Partners, volunteers)  | \$ 0  |
| <input type="checkbox"/> Members - apply 10% discount          |       |

### **Event Details:**

- |   |  |
|---|--|
| # of guests _____                       | <input type="checkbox"/> Music/Audio speaker |
| <input type="checkbox"/> Easels         | <input type="checkbox"/> Video/Video screen  |
| <input type="checkbox"/> Catered        | <input type="checkbox"/> Open to the public  |
| <input type="checkbox"/> Boardroom only | <input type="checkbox"/> Entire Gallery      |

### **Additional Comments:**



Group Representative signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use: Approved by and date: \_\_\_\_\_