

# Room Rental Application

## Applicant Information

Organization Name:	Address:
Contact Name:	City:
Email:	Postal Code:
Phone Number:	Date of Submission:

## Rental Information

Event Description:	Room(s) Requested:
	Date(s) Requested
	Time Slot(s) Needed:
	Number of People:

## Additional Information & Requirements

Equipment Needs (Chairs, Tables, Piano, etc):	
Audio/Visual Needs?	
Equipment:	Operator:
Special Considerations:	

### All bookings will require:

- A signed rental agreement
- 25% non-refundable deposit due upon booking
- Certificate of insurance naming Harcourt as additionally insured
- In some instances, a \$50 non-refundable garbage deposit

### Important Note:

Rental and room details are available on Harcourt's website: [www.harcourtuc.ca](http://www.harcourtuc.ca)