

FACILITY LICENCE APPLICATION FORM

Woodlawn United Church, Dartmouth, NS

Name of Requesting Group/Individual: _____

Space Requested: Brick Hall + Kitchenette Room A White Church Long Hall
(please check all that apply) Kitchen *(with permission)* Room B White Church Sanctuary
 Sanctuary Room C Parking Lot
 Unfinished Basement Trolley

Event Date: _____ **Number of Participants:** _____

Event Time: _____ -- _____ **Booking time:** _____ -- _____
(including set up and break down)

Frequency: One time **Weekly** *(day of the week):* _____

Monthly *(i.e. 2nd Tuesday or 8th of month):* _____

Other *(recurring dates of use i.e. four times a year):* _____

Nature of Activity/Description of Event: _____

1st Contact Person and Role: _____

Phone Number(s): _____

e-mail: _____

Address: _____

2nd Contact Person and Role: _____

Phone Number(s): _____

e-mail: _____

REQUESTED (tables, chairs, included; plates, glasses, kitchen utensils, coffee urn, etc. include extra cost):

Furnishings and Equipment: _____

Set-Up / Tear-Down (set up and take down of tables, chairs etc is the responsibility of the renter, we will provide this service for a fee starting at \$30, renters who do not return room to original state will be charged this fee):

Will do own Set-Up & Tear Down: _____

Specific Requests: _____

Summary of Costs	
Facility / Rooms	
Kitchen / Dishwasher (with permission)	
Opening/Closing/Set-Up/Tear-Down Costs	
Sound System (Sanctuary or portable)	
Trolley	
Other:	
TOTAL:	

A \$50 deposit is due before space can be booked

APPLICATION CHECK LIST (both parties to initial)	
_____ Reviewed Facility Fee Schedule	_____ Discussed facility entry/closing
_____ Reviewed the Conditions of Licence	_____ Signed Conditions of Licence
_____ Reviewed Fire Regulations	_____ Completed Rental Payment Agreement
_____ Discussed liability insurance	_____ Provided copy of liability insurance
_____ Reviewed Alcohol policy (if applicable)	_____ Provided copy Liquor License

By signing the Facility Licence Application, the Licencee agrees to all terms and Conditions of Licence.

Printed name and signature

Date