

# RENTAL REQUEST

## ROYAL ALEXANDRA HALL

### APPLICATION FORM

Please fill in the appropriate sections and cross out the non-applicable

**(1) RENTER CONTACT**

\* NAME \_\_\_\_\_  
\* MAILING ADDRESS \_\_\_\_\_  
\* REPRESENTING (if applic) \_\_\_\_\_  
\* CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
\* PHONE (w) \_\_\_\_\_ / \_\_\_\_\_ (h) \_\_\_\_\_ / \_\_\_\_\_ (cell) \_\_\_\_\_ / \_\_\_\_\_  
\* FAX \_\_\_\_\_ / \_\_\_\_\_ \* EMAIL \_\_\_\_\_

**(2) EVENT: DAY** \_\_\_\_\_ **MONTH** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**EVENT NAME OR TITLE**

\* \_\_\_\_\_

**APPLICABLE RATE CATEGORY:**

\_\_\_ \* COMMERCIAL / PRIVATE  
\_\_\_ \* COMMUNITY / NON-PROFIT SOCIETY / CHARITY  
(Please enter non-profit society or charitable registration # .....

**3) EVENT DESCRIPTION (describe all activities planned)**

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**4) TIME(S) REQUESTED** \* Please describe all activities with start & finish times

**PLEASE PUT IN THE TIME YOU WANT TO START/END AND ANY OTHER PERTINENT TIMES**

\* **EVENT**  
\* ACTIVITY (#1) (describe below) \* \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM)  
\* ACTIVITY (#2) (describe below if applicable) \* \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM)  
\* ACTIVITY (#3) (describe below if applicable) \* \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM)

**MUSEUM STAFF WILL ESTABLISH SET UP & CLEAN UP TIMES BASED ON APPLICATION DETAILS**

\* **SET-UP** (must be immediately before the event) \* \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM)  
\* **CLEAN UP** (Must be immediately after the event) \* \_\_\_\_\_ (AM / PM) to \_\_\_\_\_ (AM / PM).

**5) EXPECTED MAXIMUM NUMBER OF GUESTS #** \_\_\_\_\_

\* This number can be updated and confirmed closer to the event and the rates for chairs and tables adjusted accordingly

**6) CHAIRS REQUEST - maximum # Chairs required** \_\_\_\_\_

7) TABLES REQUEST -

HEAD TABLE (if applicable)

\* # at Head Table \_\_\_\_\_

\* # Rectangular Head Tables \_\_\_\_ OR # Round Head Tables if required instead of rectangular \_\_\_\_

Round tables are 60" in diameter)

# HEAD TABLE from above \_\_\_\_\_

# GUEST TABLES \_\_\_\_\_

Total ROUND TABLES required # \_\_\_\_\_

Rectangular tables are 72' x 30" and are used mainly for service such as buffet, bar, etc.

HEAD TABLE (from above) \_\_\_\_\_

REGISTRATION IN ENTRANCE HALL # \_\_\_\_\_

BUFFET # \_\_\_\_\_ (also check with Caterer for one or two lines)

BAR # \_\_\_\_\_ (to be located in the Palm Court, or perhaps in Reception Hall if room)

GIFT# \_\_\_\_\_ (usually in Palm Court for security, or Royal Alexandra Hall if room)

CAKE # \_\_\_\_\_ (usually in Royal Alexandra Hall or Reception Hall)

OTHER # \_\_\_\_\_ (describe \_\_\_\_\_)

Total RECTANGULAR TABLES required # \_\_\_\_\_

TOTAL Tables requested       

8) DECORATIONS & DISPLAYS REQUEST YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

9) FOOD & BEVERAGE SERVICE REQUEST (CATERED ONLY) YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

10) CATERING SERVICES AND EQUIPMENT YES \_\_\_\_ NO \_\_\_\_ UNKNOWN \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

11) ASSIGNED TABLE/SEAT LOCATIONS (if applicable) YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

12) SPECIAL-NEEDS GUESTS YES \_\_\_\_ NO \_\_\_\_ UNKNOWN \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

13) MUSIC SERVICES & EQUIPMENT YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

14) PHOTOGRAPHIC SERVICES & EQUIPMENT YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

15) AUDIO-VISUAL PERSONNEL & EQUIPMENT YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

16) WEDDING CEREMONIES YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

17) PERFORMING ARTS EVENTS YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

18) SPECIAL OR LARGE SET-UPS YES \_\_\_\_ NO \_\_\_\_ (DETAILS WILL BE SENT IF NECESSARY)

19) TWO PEOPLE MUST REPRESENT THE RENTER AND BE RESPONSIBLE FOR WORKING WITH MUSEUM SUPERVISORS. AT LEAST ONE MUST BE AT ALL SET UP, EVENT, AND CLEAN UP TIMES.

\* Name (1) \_\_\_\_\_ Phone \_\_\_\_\_

\* Name (2) \_\_\_\_\_ Phone \_\_\_\_\_

20) DEPOSITS

\* There is a non-refundable 45% based on the signed quote to reserve the time with balance due the day before the event.

**\* PLEASE TAKE THIS COMPLETED FORM TO THE MUSEUM, MAIL, FAX OR SCAN & EMAIL.**

\* Museum senior staff will then calculate the appropriate fees and submit a **written quote** which provides the basis of the contract for you to sign and make a deposit to reserve the facilities.

\* A **floor plan** may also be required and attached to the rental contract prior to setting up an event

THANK YOU

Canadian Museum of Rail Travel \* Royal Alexandra Hall \* Box 400, Cranbrook BC, V1C 4H9

\* 250-489-3918 (phone) \* 250-489-5744 (fax)

