

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)

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)

