

BOOKING YOUR EVENT AT THE ROSS CREEK CENTRE FOR THE ARTS

To help us ensure that we handle your booking as swiftly and efficiently as possible please follow the steps set out below:

STEP 1 Call our centre at 582-3842 or email us at events@artscentre.ca to check that the date you require is available.

STEP 2 Fill out this form and fax it back with a \$50 initial deposit

STEP 3 We will send you a confirmation pack with full details of your event, an invoice for a second payment of 50% less the \$50 and an invoice due on the event date for the final amount.

First Name _____ Last Name _____

Business Name (if Applicable) _____ Website: _____

Mailing Address _____

City _____ Province _____ Postal code _____

Telephone _____ Email _____

Date of Event _____ Time of Event FROM _____ am / pm TO _____ am / pm

TYPE OF EVENT

Party / dance Class Meeting group retreat Other _____

Number of Participants/ Guests: _____ (Confirm final number 4 days before event)

Facilitation Requested Yes / No If yes, please specify number of hours, or call us to discuss _____

SPACE REQUIRED

RJ Owen Dance Studio Professional Gallery Studio B North Studio
 Board Room RBC Community Gallery Kitchen 20 x 20' tent Large tent (40 x 40)
 Other (including outdoor spaces) _____

ACCOMMODATION REQUIRED

Farmhouse (7 bedrooms, 2 beds in one room) # of beds required: _____
 Cabins (unwinterised – 4 cabins with 6 bunk beds in each available) # of cabins required: _____
 Tenting area # of tents expected: _____
 I would like you to help us book accommodation at a local Inn or B & B # of rooms required: _____

FOOD REQUIRED

Coffee, tea, juice service At what times: _____

Catering. Please fill in the catering request form attached and contact us by phone at 582-3842

Self-Serve in our licensed kitchen facility – please note there can be no peanut products on site and there must be a licensed food handler if it is a public event - you can hire one of our staff to assist.

SPECIAL REQUIREMENTS

All RCCA technical equipment must be set-up and, other than a projector or CD player, run by a RCCA staff member with an hourly fee, set up and take down charge.

Theatre lighting Projector Music and video system CD Player Internet Access

Other _____

I would like an art program designed for my group:

Visual Arts Theatre Music Writing Dance

Other _____

For flowers, we suggest Buds and Bygones in Wolfville at www.wolfvilleflowers.com/

For catering, we can meet your needs, or we can put you in touch with the right caterer for your event

PAYMENT ENCLOSED (PLEASE TICK ONE ONLY)

I enclose full payment of \$ _____.

I enclose a non-returnable deposit of \$50 and will pay 50% of the total upon receipt of the invoice and the final instalment NOT LATER than the day of the event

I understand that changes to my *confirmed* booking (where possible) will incur a \$20 administration fee.

PLEASE INDICATE METHOD OF PAYMENT

Cash Cheque - to Ross Creek Centre for the Arts Visa Mastercard

Card # _____ Expiry Date _____ / _____.

Name on Card _____

CANCELLATION AND REFUND POLICY

Rentals may be cancelled at the discretion of the Ross Creek Centre for the Arts [RCCA] due to unforeseen circumstances. In the event that a rental is cancelled by the RCCA a full refund of all fees paid will be issued. If rescheduling is necessary registrants with confirmed bookings will be given the option to change their booking or receive a full refund. RCCA responsibility shall then cease. Bookings cancelled by renters up to one week before the program will receive a refund less the deposit, unless catering costs have already been incurred in which case those will not be refunded. No refund can be given seven (7) days or less prior to a rental except in cases of family emergency or severe illness.

RELEASE AND WAIVER NOTICE

In consideration of the acceptance of my event booking, I hereby for myself, my heirs, executors, administrators, or any other who may claim on my behalf, covenant not to sue, and waive, release and discharge the Ross Creek Centre, and anyone acting on the Ross Creek Centre's behalf, from any and all claims of liability for personal injury, illness, loss of life or property damage of any kind or nature, arising out of or sustained in the course of my participation in the program or event. This Release and Waiver applies to all claims, foreseen or unforeseen, including negligence and breach of statutory or other duty of care.

Signature _____

SEND COMPLETED FORM & DEPOSIT TO: Event Booking, Ross Creek Centre for the Arts, Box 190, Canning, NS, B0P 1H0 or fax 582-7943.

EVENT CATERING: ORDER FORM

COMPANY DETAILS	
NAME OF ORGANISATION:	
CONTACT PERSON:	
DATE/S OF EVENT:	
EVENT TIMES:	
NUMBER OF ATTENDEES:	
EVENT LOCATION:	
DELIVERY TIMES	
BEVERAGES: (insert times)	
MORNING TEA: (insert time)	
LUNCH: (insert time)	
AFTERNOON TEA: (insert time)	
EVENING: (insert time)	
FINGER FOOD: (insert times)	
BUFFET OPTION: (insert time)	

Special Requirements or requests (e.g; picnics, 1/4 vegetarian, gluten free):

To place your order, please fax to Facilities Manager, Ross Creek Centre for the Arts,
fax: 582-7943 or email events@artscentre.ca.