

Facility Rental Request Form

Contact Name: _____

Organization: _____

Full Address: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ Fax Number: _____

Email Address: _____

Type of Function: _____

Permit Date(s): _____ Approx Number Attending: _____

Total Hours: _____ From: _____ To: _____

Facility Rental Agreement Details

1. To address individual safety and building security, there should be a person stationed at the door to welcome individuals to your meeting.
2. The rearranging of furniture, flowers, and decorations must be discussed in advance and authorized by an NHT signing staff member.
3. The use of confetti or rice is not permitted on the premises.
4. You agree to perform a general clean up of the areas used by your group before leaving.
5. This permit is issued with the understanding that there will be no smoking or consumption of alcoholic beverages in the building or in any other part of the NHT grounds.
6. A refundable damage deposit of \$100 must be paid prior to the use of any NHT facility.
7. If you wish to cancel your permit, your deposit will be returned to you provided you notify us within 3 business days of your permit date. If you fail to notify us within this time period, a \$50 cancellation/administration fee will be charged.

By signing below, I so confirm that I have read the agreement details above and that I and my attending group agree to abide by these conditions.

Signature _____ Date: _____

Please fax both pages of this completed form to 416-536-6748 or drop it off during regular business hours.

SPACE RENTALS *Please check off the area(s) you wish to use*

Auditorium Multi-purpose facility. Convenient access to the TTC, right next to the Dufferin Subway station. Multi-media ready with data projector, quality sound system, and large 14-foot screen. Great for seminars, recitals, meetings, and more. Seats 175 on main level plus 75 more in the balcony.	\$300 per 4-hour time period (cost includes lectern, tables, room setup, and staff attendant / technician)	
Friendship Room Adjacent kitchen. Sound system available. Seats approx. 120. Great for wedding receptions, parties, etc.	\$150 per 4-hour time period	
Wilkie Heritage Lounge Intimate and cozy setting with fireplace. Seats 25-30 people.	\$75 per 4-hour time period	
Board Room Small meetings of up to 15 people. Includes dry-erase board.	\$50 per 4-hour time period	
Roof Top (for special events)	\$100 per 4-hour time period	
Public Square	\$100 per 4-hour time period	

ADDITIONAL EQUIPMENT AND SERVICES *Please check off the equipment / services you wish to include*

Dry Erase White Board with Markers and Easel	\$15 per event	
Flipchart with Markers and Easel	\$25 per event	
Overhead Projector	\$25 per 4-hour time period	
Portable TV with VCR or DVD	\$40 per 4-hour time period	
P.A. System with One Wired Microphone (preset volume level)	\$25 per 4-hour time period	
* Unlimited use of the Sound System with multiple Microphones (wired and wireless) and CD/Tape Player (all operated by a staff technician)	\$75 per 4-hour time period	
* Computer/VCR/DVD Projected to a 14-foot Screen (operated by a staff technician)	\$100 per 4-hour time period	
* Laptop Computer (operated by a staff technician)	\$75 per 4-hour time period	
* Audio Recording Service (tapes not included)	\$25 per 4-hour time period	
* 90-minute Audio Tapes	\$4 each	
* High Speed Internet Access	\$10 / event	
* Piano / Organ	\$50 / event	

* This service and/or equipment is only available in the Auditorium

CATERING SERVICES *Please check off the catering services you wish to use*

Cookies / Juice / Coffee	\$2 per person	
Continental Breakfast	\$5 per person	
Buffet Style Lunch / Dinner	\$10 / \$15 per person	
Lunch / Dinner (served)	\$ Consultation required	