

Occasional Facility Use Agreement

Dauphin Neighbourhood Renewal Corporation

37 – 3rd Avenue NW. Dauphin MB R7N 1H7 431-738-8352 E-mail: underoneroofdauphin@gmail.com

Person/Group/Organization _____

Mailing Address: _____

Purpose: _____

Contact Person: _____ Telephone: _____ E-mail: _____

Do you have insurance? _____

Date(s) and Time Required: _____

Room(s) Requested: _____ Number attending: _____

Authorizing Person (print) _____ Signature: _____

REQUIREMENTS

Tables: _____ Chairs: _____ Set up required: No Yes (Provide plan)

Kitchen / Equipment Use: No Yes – provide details _____

Any other special requirements: _____

Location:	Morning/afternoon or evening	Morning & afternoon Afternoon & Evening	All Day
Church Sanctuary	\$ 300.00		
Large Auditorium	\$ 110.00	\$ 165.00	\$ 220.00
Board Room	\$ 20.00	\$ 35.00	\$ 40.00
Kitchen	Flat rate \$50.00 (details of use listed above)		

Total Usage Fee: _____ Date of Request: _____ Approved: _____

- Full payment due at time of booking
 - 100% refund if cancelled within 60 days or more of event
 - 50% refund if cancelled if cancelled less than 60 but more than 30 days
 - NO refund if cancelled less than 30 days
 - Cancellation must be in writing and received at the DNRC office
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