

CONESTOGA STUDENTS INC.

• THE •

VENUE

• EST. 2016 •

RESTAURANT & BAR

CONESTOGA
STUDENTS INC

THE VENUE

RENTAL AGREEMENT

EXTERNAL BOOKINGS

WWW.CONESTOGASTUDENTS.COM



RENTAL AGREEMENT

BOOKING PROCESS

1. Fill out The Venue booking form and attach an Event plan. The Event plan is necessary to acquire a proper quote.
2. Please submit to David Stalzer in the CSI office (2A106) or to dstalzer@conestogac.on.ca.
3. The Food and Beverage Supervisor will then assess the event plan to calculate a proper quote for the group.
4. The VS will either approve or deny the event and contact the group.

BOOKING AVAILABILITY

Evening Bookings: 7:00pm – 1:00am

The Venue is available after business hours and it can be a private event after 7:00pm.

EXTERNAL RATES

STANDARD CHARGES

Room Rate:

The Venue- \$250.00 (*minimum 3 hour rental of facility*)

ADDITIONAL CHARGES:

These are charges that all rentals would be charged based on the Event's needs. All hourly charges require a minimum of 3 hour charge.

Sound System: \$20.00/hour

Set Up/Tear Down: \$30.00/hour

Bar Service: \$50.00/hour

Corking Fee: \$10.00/bottle

Cleaning: \$100.00/hour

**It is the responsibility of rental group for cleaning rooms upon rental completion or they will be charged an additional fee for cleanup of decorations, garbage, excessive mess on floors, etc.*

BOOKING FORM

Form Submitted By:

Date Submitted:

CONTACT INFORMATION

Event Organizer:

Email:

Phone Number:

EVENT INFORMATION

Name of Event:

Expected Attendance:

Date of Event:

Event Hours:

Set up Time:

Tear Down Time:

DESCRIPTION OF EVENT/
OTHER EVENT DETAILS:

Noise Level: High Noise (*Music, Clapping, Speeches, Presentations, Dancing, Other Physical Activities*)

Medium Noise (*Multiple Table Exhibits*)

Low Noise

FOOD/BEVERAGES (PLEASE CHECK ALL THAT APPLY)

Bar Service Required (*\$50/hr, min 50 people required*)

Catering

AUDIO/VISUAL

Microphone # _____

Stage Lights

Satellite

DVP

Sound System: DJ Live Music AUX

Do you require a sound check?

Yes No

If yes, please indicate your top 3 preferred dates/times

1:

2:

3:

OTHER REQUIREMENTS

Coat Rack

Podium

Security (*If yes, please fill out security form & submit to security*)

Other

TERMS/CONDITIONS

- Please note that no request guaranteed.
- You will not have access to the sound room or the stage lights during your event.
- All other furniture and equipment must be approved by the hospitality Coordinator and you will be responsible for making the necessary arrangements.
- You must provide a minimum of 30 days notice for your event.
- The earliest you are able to access The Venue for private events in the evening is 7:00PM.
- Please note the On-Site Event Supervisor is there to assist you and provide direction.

FLOOR PLAN

ROOM SET-UP/FLOOR PLAN OPTIONS

Standard Room set-up

Dining Set-up

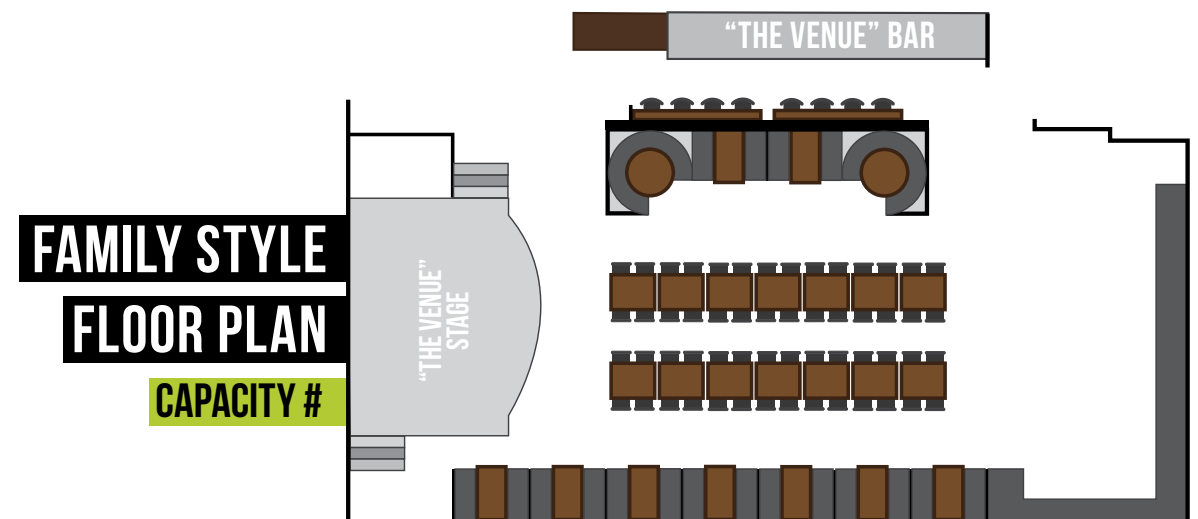
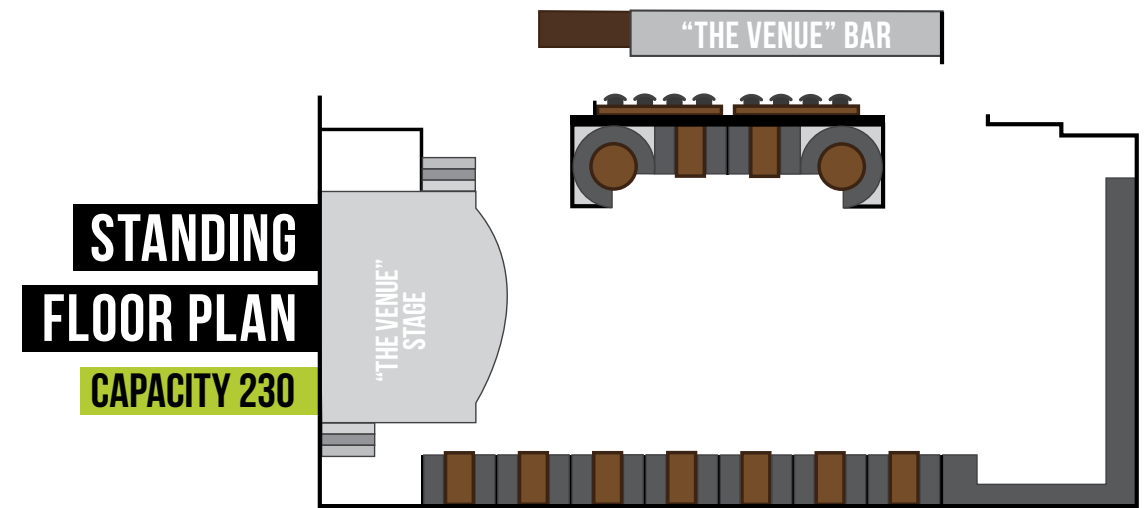
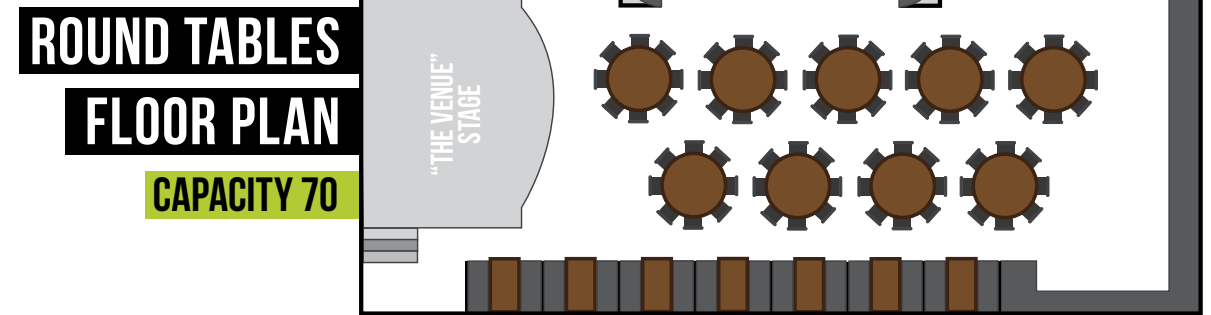
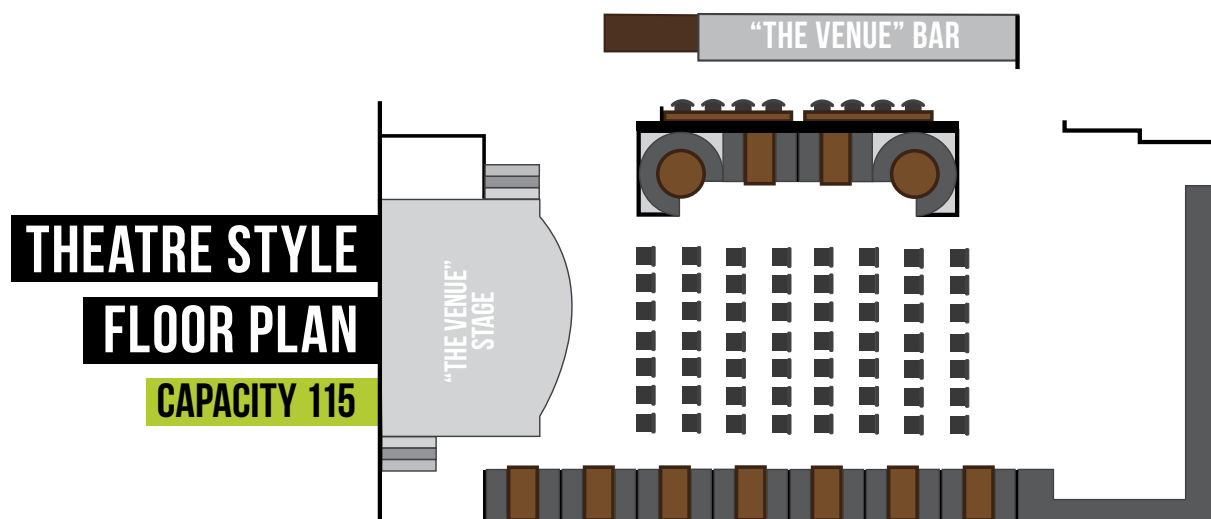
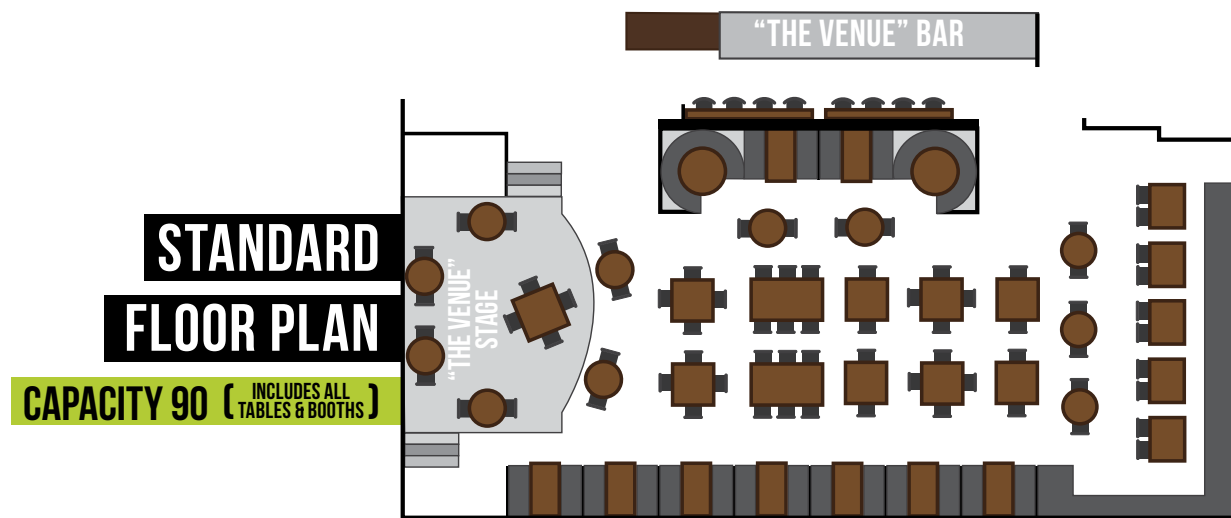
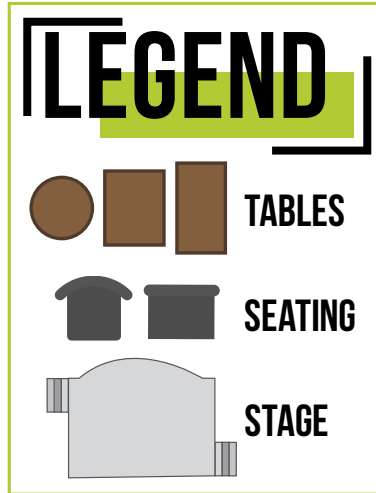
Standard

Round Tables *(Additional Charges apply)*

Family Style

Standing Event *(Removal of all tables and chairs)*

Theatre Style *(Additional Charges apply)*



CONESTOGA STUDENTS INC

INTERNAL USE ONLY

Date Received:

Approved By:

Event Type: Student/Staff Event External CSI Club

Supervisor Required: No Yes:

A/V Required: No Yes: Audio DVP Satellite Microphone

Booked in Calender: Yes