



### Applicant Contact Information

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Tel No.: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Does your event require food and beverage?  Yes  No Will your event have liquor?  Yes  No

Meeting Room: *(Check all that apply)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> M.1.002 (24 people) | <input type="checkbox"/> M.2.002 (24 people)    | <input type="checkbox"/> Cafeteria (52 people) |
| <input type="checkbox"/> M.1.003 (24 people) | <input type="checkbox"/> M.2.004 (40–70 people) | <input type="checkbox"/> Other: _____          |

### Event Details

Tell us about your event. Give a brief description of the event, the set up requirements and if any rentals are needed.

### Organization Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Is your organization a registered not-for-profit?  No  Yes CRA Registration No.: \_\_\_\_\_

### Cancellation

The City retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency, or if the applicant does not adhere to this or any other related policy conditions.

Notice of cancellation must be in writing and the following charges will apply:

- 30 days or more prior to the booking: 25% administrative fee.
- Less than 30 days prior to the booking: 50% administrative fee.
- Less than 48 hours prior to the booking: 100% administrative fee.

I/we acknowledge

- The City provides conditional approval of the City Hall room rental and will supply a rental agreement, which must be signed before the City accepts the event for the booking.
- I am required to provide a Certificate of Insurance that names the City or Richmond as an additional insured up to \$2 million. The Certificate of Insurance and full payment must be received a minimum of two weeks prior to the event. Failure to do so will result in your booking being cancelled and will follow refund guidelines set out above.
- I have reviewed and understood the City of Richmond's [Code of Conduct](#) and that failure to comply with the Code of Conduct may result in cancellation of the event.
- Truffles Fine Foods Ltd is the exclusive caterer, with first right of refusal for events and meetings held at City Hall.
- Additional fees apply for staffing and cleaning costs associated with the booking.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*By signing I am acknowledging the above waiver*

### For Office Use

Date Received: \_\_\_\_\_ Application Fee: \_\_\_\_\_ File No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

*Only assign if application is complete*