



# *Prince Albert Multicultural Council*

## Room Rental Application



[www.pamcsk.com](http://www.pamcsk.com)

1410C Central Avenue, Prince Albert, Saskatchewan S6V 4W5  
Telephone: (306) 922-0400 Email: [info@pamcsk.com](mailto:info@pamcsk.com)



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## ROOM RENTAL APPLICATION FORM

Date:				Staff Initials:	
<input type="checkbox"/> Conference Room <input type="checkbox"/> Lounge Area/ Kitchen				Organization Type:	
Date(s) and Time(s) of Rental:				Not-for-Profit _____	
				Commercial: _____	
Start		End		Payment Date:	
Date(s)	Time(s)	Date(s)	Time(s)		
				Cheque	
				Cash	
				Staff Initials:	
<b>Please complete all information requested below. PRINT clearly</b>					
Name of Organization : _____					
Contact Name: _____					
This person is considered to be the Renter and the Authorized Officer. This person must be on the Prince Albert Multicultural Council premises during the meeting/event.					
Phone: _____			Email: _____		
Alternate Contact: _____					
Phone: _____			Email: _____		
Room	Half Day Price	Daily Price		Total:\$ Deposit: \$ Balance: \$	
Conference Room	\$50.00	\$90.00			
Lounge Area/Kitchen	\$50.00	\$90.00			
Two Rooms Combination	\$90.00	\$150.00			
Notes: _____					
Mailing Address: _____					
Estimated Number of Attendees: _____					
Cancelled	48 hrs cancellation notice		Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
Room vacated on time and returned to original configuration?			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
If not, provide details:			<input type="checkbox"/>	<input type="checkbox"/>	
Fee: _____			Staff Initial: _____		
Date of cancellation:				Staff Initials:	
Name of person cancelling: _____					
Reason for cancellation: _____					

## **DESCRIPTION**

- *The Prince Albert Multicultural Council offers two rooms, Conference Room and Lounge Area/ Kitchen for rent in Prince Albert. They are equipped with WIFI Access, Televisions, White board, Flipcharts, Tables and Chairs, Coffee maker, Oven and Microwave for renter to use.*
- *Conference Room: The Conference room seats up to 12-15 people equipped with a 50" Plasma LG TV.*
- *Lounge Area/Kitchen: The capacity for Lounge Area is 80-100 people equipped with a 55" LED SAMSUNG TV.*
- *Two rental rooms are located at 1410C Central Avenue, Prince Albert, SK*
- *All reservations are contingent upon acceptance of, and agreement to the terms and conditions as stated in the Room Rental Agreement.*

The **Prince Albert Multicultural Council** will rent rooms only to individuals or groups who comply with the Room Rental Policy and this agreement.

This Agreement between \_\_\_\_\_ (hereinafter referred to as Renter) and the Prince Albert Multicultural Council (hereinafter referred to as PAMC) defines the terms and conditions for all room rentals.

The following terms and conditions apply to all room rentals:

1. Reservations are accepted on a first-come, first-serve basis.
2. The conference room and the Lounge Area/ Kitchen are available for use on Mondays – Fridays from 8:30am to 10:00pm. Set up and clean-up are the Renter's responsibility and must be completed during the rental period.
3. The Room Rental Agreement form must be completed and signed a minimum of 72 hours in advance of the event.
4. Payment for the room rentals are accepted in cash and cheque only, and are due prior to the date/time of rental, unless other arrangements have been made with the PAMC Executive Director. Rental fees are non-refundable and subject to change.
5. NSF and/or returned cheques are subject to a \$25.00 administration fee.
6. Applications will be considered for both occasional and periodic use as long as such use does not restrict the freedom of PAMC in planning and scheduling its own activities.
7. A minimum of forty-eight (48) hours' notice is necessary for cancellation of a booking, or a refund will not be possible, and the rental fee will be charged. To cancel a room reservation, call (306) 922-0400.
8. An event reservation, though confirmed, may be cancelled by PAMC due to PAMC's events, weather and natural disasters. A full refund will be made in such circumstances.
9. Users under twenty-one years of age must have the Rental Agreement signed by a sponsoring adult, who must be present for the meeting and accept responsibility for the minor participants, and any damage done to the room.

10. The Renter is responsible for arranging furnishings (tables and chairs) according to their requirements, and returning the room to its original configuration. Failure to do so may result in additional fees for which the Renter will be held responsible.
11. The rooms must be left in proper order with all paper, trash, etc. disposed of in trash receptacles. A clean up fee will be charged if warranted, as assessed by the PAMC Assistant Executive Director.
12. The Renter is responsible for any and all damage to the facilities and/or contents and fixtures. All damage must be reported to PAMC Staff immediately. Renter is expected to cover the cost of all repairs, replacement and extra cleaning required as a result of the rental.
13. It is understood, the Prince Albert Multicultural Council is in no way responsible for any personal injuries, property damages, lost or stolen items or other liabilities that may be incurred during use of their facility. Renter and their guests agree to release indemnity and hold PAMC harmless of any such damages.
14. Granting permission to use PAMC Rental Rooms does not constitute an endorsement by PAMC of any individual, group or its beliefs/ practices.
15. Food and non-alcoholic beverages may be served in the Rental Rooms. Limited access to kitchen facilities may be available if requested at time of booking. Food orders, deliveries and payment are the sole responsibility of the Renter. Catered events may be arranged by the Renter with prior consent of PAMC Executive Director.
16. Smoking and Alcohol are strictly prohibited.
17. Use of lighted candles, open flames and catalytic burners is strictly prohibited.
18. The Renter shall confine all activities, equipment and promotional materials to within the Rooms. On the day of event, notices or flyers announcing the users' event, or use of the room, may be placed on the door of the Room.
19. The Room walls shall be kept free of materials. Users may not post, tack, tape or otherwise affix anything to the walls. For any material postings, ask assistance from PAMC Administrative Assistant.
20. PAMC does not supply technical support for the equipment supplied by PAMC or the Renter.
21. Messages and phone calls cannot be relayed by PAMC staff to people attending meetings, except in emergencies.
22. Renter and guests must leave the premises on time. Failure to do so may result in additional fees for which the Renter will be held responsible.

**Signed by:** \_\_\_\_\_  
(*Printed Name and Signature*)

**Date:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_  
(*PAMC Representative's Name*)