

Facilities Rental Request
74 Firvalley Court. Scarborough ON M1L 1N9

For more information, email: events@wardenwoods.com or call 416-694-1138 ext. 143

Check when applicable:			
<input type="checkbox"/> The booking is for not-for-profit organization			
<input type="checkbox"/> The booking is for a faith-based Organization			
<input type="checkbox"/> Expected guests are more than 100			
<input type="checkbox"/> Alcohol will be served. Special Event Liability Insurance, Alcohol Permit from Alcohol and Gaming Commission of Ontario, and Smart Serve Certification are required			
<input type="checkbox"/> I am a staff of Warden Woods Community Centre. Position: _____			
<input type="checkbox"/> I am an active volunteer of Warden Woods Community Centre.			
<input type="checkbox"/> I live in the Southwest Scarborough area. Postal Code: _____			
Organization Name:			
Contact Name:			
Address	City:	Postal Code:	
Phone Number:	E-mail:		
Date of Event/Meeting:			
Start time:	End Time:	Set up is complimentary for 30 minutes before and after. If you require additional set up time, please indicate the hours required:	
Number of expected guests:			
Will this event be repeated? Is so, dates and time:			
Will alcohol be served?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <i>If yes, Special Event Liability Insurance, Alcohol Permit and Smart Serve Certification are required</i>	
Requested Rooms:	<input type="checkbox"/> Lounge <input type="checkbox"/> Chapel <input type="checkbox"/> Kitchen <input type="checkbox"/> All Purpose Room <input type="checkbox"/> Brenneman Room		

- * Security and damaged deposit of \$150 (\$400 for kitchen usage) is required in order to confirm the booking. This is refundable upon the completion of the event.
- * Full payment of room booking is required at least 2 weeks prior the rental booking.
- * Complimentary room set up is 1 hour. 30 minutes prior to the event and 30 minutes after to clean up.
- * In the event that alcohol will be served, renters must provide a liability insurance certificate that names Warden Woods Community Center as an additional insured in the amounts of \$2,000,000(two million dollars). Servers will require Smart Serve certification. Alcohol permit must be obtained from Alcohol and Gaming Commission of Ontario. These certificates need to be submitted at least 2 weeks prior to the event.
- * Special rate for not for profit Organization and members of the Southwest Scarborough Community
- * Additional rate when alcohol is served
- * Additional rate if the number of guests is above 100