**Riverdale Immigrant Women Enterprises Rental Inquiry Form**

**1326 Gerrard Street East, Toronto M4L 1Z1**

**RiverdaleHub.ca** Date:

First Name: Last Name:

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

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary e-mail Address:

*How did you hear about the Hub and our spaces?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Type (describe)**:**  Business: \_\_ Social: \_\_ Personal: \_\_ Other (*please specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of People Expected: Function Date:

Event or Meeting Space required:

Site Visit Required (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance $100 ( waived if you have your own Insurance)

Setup and take down $100 (waived if you do own set up and take down)

Clean up $100

Damage deposit $250 refundable after event if no damages

Event Time: from \_\_\_\_\_\_\_\_\_\_\_ (am/pm) to \_\_\_\_\_\_\_\_\_\_\_ (am/pm)

Is Catering required? If so, state preferences (dinner menu, light snacks, finger foods): TBA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If outside catering used, we require 15% of total amount invoiced .

Will you require coffee, tea, or other non-alcoholic beverages? If so, please state how many servings of each you need.

\_\_\_\_ Coffee (regular) \_\_\_\_ Coffee (decaf) \_\_\_\_ Tea \_\_\_\_ Juice \_\_\_\_ Water \_\_\_\_\_ Other specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If renting Café, a Barista is mandatory. No food or drinks are permitted in the Studio space.

Will we be serving your guests alcohol? (give details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Someone with a Smart Serve Certificate must be in attendance for the duration of the event and you must obtain a Special Occasion Permit from the LCBO to be displayed in visible area for duration of event. We can provide staff with Smart Serve, obtain the Permit and sell alcohol on Renter’s behalf and Renter is responsible for all associated costs.

Please state what is required and amount of each for a pricing :

Tables \_\_\_\_\_ Coat Racks \_\_\_\_

Table Cloths \_\_\_\_\_\_\_ Easels \_\_\_\_

Chairs \_\_\_\_ Flipcharts \_\_\_\_

Cutlery \_\_\_\_ Markers\_\_\_\_

Plates \_\_\_\_ Sound System \_\_\_

Mugs\_\_\_\_ Screen \_\_\_\_\_

Glasses \_\_\_\_ Projector \_\_\_\_

Other: (give details)

***Additional Event Information*** (Please describe any special requests or share more details in this area):