

THE MIRAMICHI EXHIBITION

P.O. BOX 422, 24 CHURCH STREET, MIRAMICHI EAST, N.B. E1N 3A8

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“PAVILION” RENTAL FORM

Please complete and return (retain a copy for your records)

Name of Organization: _____ Phone #: _____

Contact Person: _____ Fax #: _____

Address: _____

_____ Postal Code: _____

PURPOSE for renting hall: _____ DATE Required: _____

Number of People expected to attend event: _____

Time Guests expected to arrive: _____ Time Guests are expected to leave: _____

Rental Fee: \$350.00 per day
 \$52.50 HST
 \$50.00 Damage Deposit (refunded if no damage has occurred)
 \$452.50 TOTAL

Is a BAR required? YES or NO

If Yes, please note the following:

NO ALCOHOLIC BEVERAGES, including punch, are allowed to be brought onto the premises. The MAEA is a licensed premise and will operate a bar for the convenience of guests.

Do you plan to serve WINE? YES or NO

If Yes, please note the following:

Wine must be purchased from the MAEA - and must be ordered and paid for, in full, 10 days prior to the event - for further information, please contact the Exhibition Office.

Will FOOD be served? YES or NO

If yes, please indicate the following:

Menu Choice (as per attached schedule): _____ Dessert Choice: _____

Number of Persons at Head Table: _____ Meal served at what time: _____

The cost of the meal must be paid for, in full, not later than 10 days prior to the event.

Will there be a DANCE? YES or NO

If Yes, please indicate the following:

Name of Band: _____ Phone # of Band representative: _____

Hours Band is to play: _____ Time Band will set up: _____

Will there be Decorations? YES or NO

If Yes, please indicate the following:

Name of Decorator: _____ Phone Number of Decorator: _____

Decorator will arrive at what time: _____ Florist will deliver at what time: _____

NOTE: To prevent damage to the facility, decorations cannot be applied to the walls or hung from the ceiling. All decorations must be free standing. All decorations must be removed immediately following the event. If decorations are not removed immediately following the event the damage deposit will be used against the cost of handling/storage of the decorations. Note conditions on reverse. Please check with the Exhibition Office to see what is acceptable.

NOTE: The hall is NOT considered rented until the rental fee has been received in full.

In consideration of the rental fees determined above, the MAEA agrees to rent the facilities as outlined herewith, on the above specified terms and conditions, but subject to the conditions on the reverse side of this form. Please read reverse side carefully and provide signature.