

**Application for Rental of
St. Andrew's College Main Lounge**
1121 College Drive, Saskatoon, SK S7N 0W3
639-398-5565; Fax 306-343-6049

Name of Event: _____

Date(s) of Event: _____ Start and End Times: _____

Number of People Expected: _____

Contact Person: _____

Address: _____
City Prov Postal Code

Telephone: _____
Home Cell Business

Email: _____

Rental Fee: \$200.00/half day + GST \$300.00/full day + GST

Important Requirement:

People renting the facilities of St. Andrew's College are responsible for setting up for their event, for cleaning up immediately afterwards (that day), for returning the furniture to where it was when you arrived and for putting any chairs back in their storage area. Cleaning instructions are on the back of this document. St. Andrew's College does not assume responsibility for loss or damage of any supplies or equipment brought in by the renter. Please make sure not to use any kind of tape or nails on the walls.

Food Requests:

Food can be served in the rooms. However, due to the furnishings in the main lounge, catered or pot-luck dinners must be served at the banquet tables only. The students/residents of the college own a microwave, stove and fridge in the kitchenette. These are available for you to use but must be cleaned when finished. There are no dishes, cutlery, pots/pans, or small electric appliances. **Liquor is permitted in the Main Lounge with the purchase of a Liquor Licence. A copy of the licence must be provided to the Office. Smudging/smoking is not allowed.**

Fee Payment/Damage-Cleaning Deposit:

Full payment plus a \$200 refundable deposit for damage and/or clean-up is required for booking the *Main Lounge*. The deposit (less a \$25 administrative fee) is refundable up until 10 days prior to the event.

Capacity:

The seating capacity is 100 people.

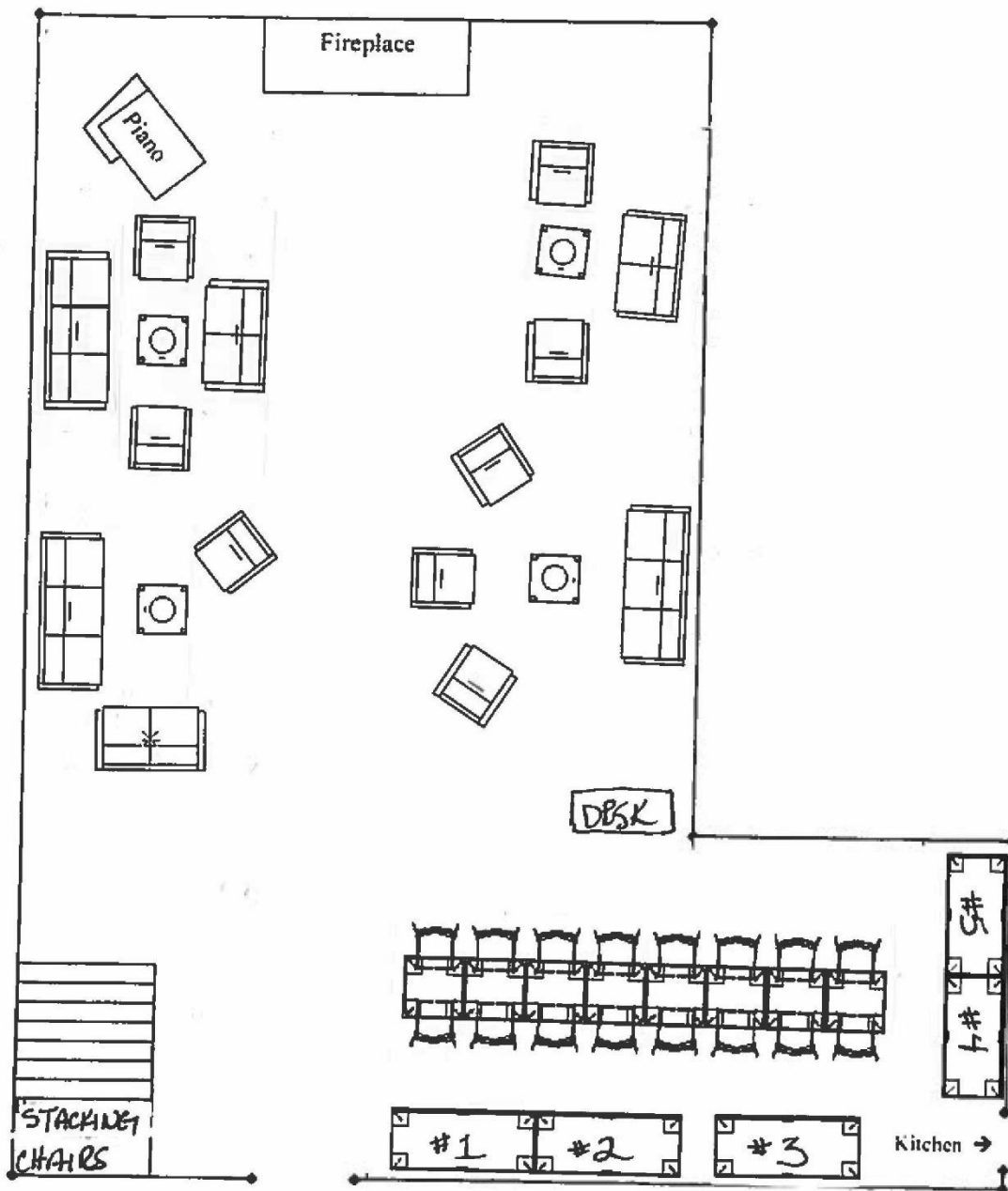
I hereby make application to rent the above room(s) at St. Andrew's College. I have read the regulations as outlined on this information sheet and agree to them. Enclosed is the deposit and fees cheque.

Signature of Contact Person: _____

Acceptance by St. Andrew's College: *This application is complete and has been confirmed:*

CLEANING INSTRUCTIONS

- Wipe down all tables (buffet and coffee)
- Garbage to be taken out to the garbage dumpster (North parking lot)
- Sweep/Dry mop both the kitchen and Main Lounge floor
- Spot wash away any spills
- Cleaning supplies are kept in cleaning closet (room outside Main Lounge doors)



Layout of Lounge

