



The Citadel

RENTAL APPLICATION QUESTIONNAIRE

Event date: _____

Facility: _____

Function: _____

Company name: _____

Primary contact: _____

Mailing address: _____

Primary phone number: _____

Email: _____

Fax number (option): _____

Secondary contact (option): _____

Secondary phone number (option): _____

Email (option): _____

PLEASE NOTE THE FOLLOWING REQUIREMENTS:

- 1. You must provide the Citadel Theatre with a certificate of liability insurance with minimum limit of \$2,000,000.00 per occurrence for the duration of your event; and**
- 2. You must obtain a SOCAN license in respect of music being played at your event.**

Set up time: _____

Event start time: _____

Event end time: _____

Rental end time (Please allow an appropriate amount of time in which to strike your event): _____

Number of guests expected: _____

Is there a catering component to your event? _____

Name of caterer: _____

Phone number: _____

Name of contact at catering company: _____

Are you selling tickets to your event? _____

Are you selling merchandise at your event? _____

Do you require any of the following equipment? Charges may apply to some of these items.
Please consult our website or discuss with the Rentals Staff.

Microphones _____
CD player _____
Projector _____
Screen _____
Podium _____
Coat racks _____
Piano _____
6' Rectangular Tables _____ How many? _____
Round Tables (diameter 4') _____ How many? _____
Bar Pedestal Tables (diameter 30"; height 42') How many? _____
Table linens _____ How many? _____
Folding chairs _____ How many? _____

Please include a **detailed** schedule of your event which will be relevant to our planning:

Please fax completed form to 780.428.2130.

Thank you for submitting a rental application.

We aim to respond to your booking request as soon as possible, but during busy event times confirmation may take more than 72 hours.

Thank you for your patience.

Sincerely,
The Rentals Department