



# ROOM BOOKING APPLICATION FORM

EVENT DATE: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

EXPECTED # ATTENDING \_\_\_\_\_

ROOM(S) REQUIRED: \_\_\_\_\_ TIMES (Include your set-up time and clean-up time): \_\_\_\_\_

GROUP NAME: \_\_\_\_\_ ORGANIZER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ARE YOU A CURRENT MEMBER OF JSCA ? Yes/No \_\_\_\_\_

If no, a charge for membership fees will be included on the invoice for your event. *(The event organizer must be a member in order to book space.)*

WILL THERE BE FOOD?: Yes/No \_\_\_\_\_ WILL THERE BE ALCOHOL: Yes/No \_\_\_\_\_

All catering must be provided by Jericho Foods (The Galley).

WILL MUSIC BE PLAYED? Yes/No \_\_\_\_\_ IF YES - WILL THERE BE DANCING? Yes/No \_\_\_\_\_

If yes, Socan Fees will be included on the invoice for your event.

EQUIPMENT REQUIRED: # Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_ A/V Equipment: Yes/No \_\_\_\_\_

**If you plan to use the JSCA A/V equipment, please come in advance to test your equipment with ours to be sure they are compatible. The JSCA will not accept responsibility if you do not check in advance and we cannot get your equipment to work with our A/V system**

Misc. Info \_\_\_\_\_

### LIABILITY WAIVER

The Jericho Sailing Centre Association will only accept a Booking Application Form on the condition that the Organizer agrees to this waiver of liability by signing below. **THE ORGANIZER AGREES TO COMPLY WITH THE TERMS AND CONDITIONS AS STATED IN THE BOOKING APPLICATION FORM and JSCA's BOOKING POLICY.** The Organizer and his/her guests may use the facilities of the Jericho Sailing Centre Association at their own risk. The Organizer assumes all risk of loss or damage to property or personal injury (including death) while using the facilities or properties of the Jericho Sailing Centre Association and agrees that the Jericho Sailing Centre Association and/or its employees or agents shall not be liable for any loss, property damage or personal injury (including death) sustained by the Organizer resulting from any cause whatsoever including without limitation, the negligence of the Jericho Sailing Centre Association and/or its employees or agents, and whether such loss, property damage or personal injury (including death) occurs on the premises of the Jericho Sailing Centre Association or elsewhere.

I hereby agree to comply with all terms and conditions as stated in the Booking Application Form and the Jericho Sailing Centre Booking Policy in respect to the rental of the Jericho Sailing Centre Association facilities.

\_\_\_\_\_  
Organizer Print Name Clearly, and Signature of Organizer

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

THE BOOKING REQUEST IS NOT CONFIRMED UNTIL APPROVED WITH GENERAL MANAGER'S SIGNATURE. If the booking request is approved, an invoice for all charges (including the damage deposit if applicable) will be sent to the event organizer. Jericho Sailing Centre Association reserves the right to refuse a rental application.

### JSCA OFFICE USE ONLY

Form Rec'd Date: \_\_\_\_\_ JSCA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CONDITIONS OF APPROVAL \_\_\_\_\_