

## HALL RESERVATION REQUEST FORM

This form does not guarantee the reservation of a hall. Certain conditions apply.

Hall  Luskville community centre  Kitchen  
 Quyon community centre  Kitchen  
 Breckenridge community hall

Date (s) \_\_\_\_\_

Time of arrival \_\_\_\_\_

Time of departure \_\_\_\_\_

### If the reservation is for more than one day

Renewal  Yes  
 No

Season  Winter (Jan-March)  
 Spring (April-June)  
 Summer (July-August)  
 Fall (Sept.-Dec.)

### Other information

Activity (ties) \_\_\_\_\_

Music (copyright) For dancing  Ambient music  no music

Kitchen Caterer  MAPAQ permit  Liquor permit

Age Category  Children 0-12 yrs. old  
 Teenagers 13-18 yrs. old  
 Adults  
 Seniors

Name of Organization \_\_\_\_\_

Private  Community organization

Coordinator's name \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Fee charged to participants \$ \_\_\_\_\_

**DESCRIPTION OF THE EVENT:**

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Number of participants \_\_\_\_\_

Number of tables required \_\_\_\_\_

Number of chairs required \_\_\_\_\_

Large hall       Kitchen       Coat Check       Bar-Coffee       Mezzanine

**OUTDOOR EVENT:**

Layout plan  
Safety plan  
Proof of insurance  
Liquor permit

**INDOOR EVENT:**

Layout plan  
Safety plan  
Proof of insurance  
Liquor permit

**RENTAL OF THE KITCHEN:**

- No caterer (private event, family or other)
- Caterer : Name : \_\_\_\_\_ Tel. \_\_\_\_\_
- # Permit : MAPAQ # \_\_\_\_\_ Name : \_\_\_\_\_
- # MAPAQ certificate : \_\_\_\_\_
- Other : \_\_\_\_\_

- If you plan to drink or sell alcohol, you must obtain a reunion permit from the Régie des alcools, des courses et des jeux du Québec. Please go to their website <https://www.racj.gouv.qc.ca/formulaires-et-publications.html> to fill out your application form. Please allow 15 business days for the Régie to process your application.
- I agree to provide a copy of the permit from the *Régie des alcools*, 15 days before the date of the event.
- I agree to remit a cheque for the **security deposit** (amount determined in APPENDIX 1: Rates) which will be returned after the municipality has checked the premises. In case of damage or infraction of the Municipality of Pontiac's Policy on the Rental of Municipal Facilities, the security deposit will not be refunded.
- I am responsible for any loss or damage to equipment (except if the damage is brought on by normal wear) that occurred under my responsibility and I agree to reimburse the cost of repair or replacement.
- I fully understand that any person or organization that contravenes the rules and regulations of the municipal community centres, who leaves the site in a state of uncleanness, or damages municipal property, will be charged a fee to rectify the situation. In addition, the security deposit will not be refunded.
- I promise to notify the municipality without delay (24 hours in advance), should there be any cancellation of our activity. If not, the Municipality reserves the right to keep the security deposit. Non-refundable.
- I have read, I understand and accept the rules and conditions of the Municipality of Pontiac's Policy on the Rental of Municipal Facilities <https://municipalitepontiac.com/wp-content/uploads/2022/03/Politique-de-location-8-mars-2022-Final-angl.pdf>

I accept and agree to abide by the rules pertaining to the reservation, rental and use of the Municipality of Pontiac's Community Centres.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please send your reservation request to: [info@municipalitepontiac.ca](mailto:info@municipalitepontiac.ca).

**For more information, please call  
(819) 455-2401**

• *Approved with the following conditions:*

Full payment is required to confirm your reservation

Rental fees: \_\_\_\_\_ days x \_\_\_\_\_ \$ Total = \_\_\_\_\_ \$

Other fees: \_\_\_\_\_ \$

Security deposit: \_\_\_\_\_ \$ (*refundable within 30 days of the event if all rental conditions are met*)

- *Credit card payments will be made in collaboration with the Finance Department of the Municipality, by appointment.*
- *The Municipality of Pontiac reserves the right to refuse rental requests.*
- *Certain conditions apply.*
- *The reservation will be confirmed when all conditions are met by the tenant and accepted by the Municipality.*

**FOR ADMINISTRATION USE ONLY**

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Conditions: \_\_\_\_\_

Signature: \_\_\_\_\_