



**St. John Ambulance Saint-Jean**

**SAVING LIVES SAUVER DES VIES**  
at work, home and play au travail, à la maison et dans les loisirs

**Thunder Bay and Northwestern  
Ontario Administrative Office**  
518 Fort William Road  
Thunder Bay, ON Canada P7B 2Z8  
Toll Free/Sans frais: 1 (800) 667-6246  
Tel./Tél.: 1 (807) 345-1712  
Fax/Télécopieur: 1 (807) 343-0295  
E-mail/Courriel: Thunder.Bay@on.sja.ca  
[www.sja.ca](http://www.sja.ca)

## ***Hall Rental Services – Corporate Clients - Meetings***

- Hall Accommodations:** Seating for up to 100 people.
- Facility:** Wheelchair accessible, air-conditioned and non-smoking. Commercial dishwasher, fridge, stove, dishes, glasses, cups, cutlery, coffee urns (30-100 cups), tea urn (30 cups), microwave, tablecloths, tables and chairs. Wireless internet is now available.
- Booking Policy:** Corporate clients must have an account set up through our office for invoicing.
- Terms of Payment:** Payable upon receipt of invoice. We gladly accept cash, debit, VISA, Mastercard, American Express or corporate cheques.
- Cancellation Policy:** Corporate clients will be charged 20% of the rental rate, with less than five-business days notice.
- Smoking:** The St. John Ambulance building is a non-smoking building. There shall be no smoking within three meters from door, as per City of Thunder Bay Bylaw #34-2004.
- Prices:** Prices are subject to change without notice. Applicable taxes will apply.





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**Hall and Facility Rates 2010**

<b>Monday to Friday 8:30am to 4:30pm Time includes set up and clean up.</b>	<b>1 Room (30 – 40 people)** size: 23'x 28'</b>	<b>2 Rooms (40 – 80 people)** size: 46'x28'</b>	<b>3 Rooms (80 – 130 people)** size 69'x28'</b>
Half Day Max 4 hours	\$70.00	\$90.00	\$115.00
Full Day 8 hours 8:30am – 4:30pm	\$105.00	\$150.00	\$190.00
<b>Weekends and evenings Time includes set up and clean up.</b>	<b>1 Room (30 – 40 people)** size: 23' x 28'</b>	<b>2 Rooms (40 – 80 people)** size: 46'x28'</b>	<b>3 Rooms (80 – 130 people)** size: 69'x28'</b>
Half Day Max 4 hours	\$110.00	\$130.00	\$155.00
Full Day/Evening Max 8 hours	\$185.00	\$220.00	\$260.00
**with tables and chairs in the room.			
<b>A \$50.00 clean up fee will be charged if rooms are not left clean.</b>			
Premium rates may apply for stat holidays – call for details.			

<b>Additional Rental Fees</b>	
Dishes/Cups/Glasses/Cutlery	\$30.00
Tablecloths	\$3.75 each
Coffee and tea	\$10.00 per pot (10 cups per pot)
TV with VCR/DVD	\$20.00
Overhead and Screen	\$15.00
<b>Flipchart paper and markers are the responsibility of the renter.</b>	



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<b>Rental Request Form</b>					
Date of event:					
Date of application:					
Individual's name or Corporate Client:					
Mailing address:					
Telephone number:					
Contact person's name:					
Type of event:					
Time of event:	From:	To:			
Time requested hall to open and close:	Open:	Close:			
Number of people:					
Number of rooms requested:					
Items required (please circle):					
Dishes/Cups	Cutlery	Use of Kitchen	Coffee/Tea Urn	Coffee	Tea
Tablecloths Amount _____	TV & DVD	Overhead & Screen			
Renters are responsible for setting up and cleaning up the room(s).					
Special instructions or other comments:					

<b>Rental Charges</b>		
Room rental fee:	\$	
Additional fees (specify items):	\$	
Total rental fee:	\$	
Booking deposit:	\$	Receipt #:
Balance – due two weeks prior to the event:	\$	
Total payment received:	\$	Receipt #:
Signature:		
Hall Host:		