



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

Hall Rental Services – Socials

- 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/Damage Deposit Policy** A \$100.00 deposit is required to confirm the booking. This will be refunded to you after your event, if there is no damage. Corporate clients must have an account set up through our office for invoicing.
- Terms of Payment:** Full payment is required at least two weeks prior to all functions. We gladly accept cash, debit, VISA, MasterCard or American Express. Any additional charges incurred during the actual rental must be paid upon receipt of invoice.
- Cancellation Policy:** Should the function be cancelled one month or more prior to the date of the event, 20% of the rental rate will apply. Cancellations with less than one month's notice, will result in the forfeit of \$100.00 booking deposit.
- Liquor:** A liquor permit must be obtained from the Liquor Control Board of Ontario and posted in the hall during the event.
- 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.
- Decorating Policy:** No decorations are permitted on the wall. Confetti, sparkles, glitter, or rice are not allowed in the hall or on St. John premises. Bubbles are hazardous and are not allowed. Floating candles or enclosed candles are allowed.
- Prices:** Prices are subject to change without notice. Applicable taxes will apply.



St John

St. John Ambulance is an international humanitarian organization and is a foundation of the Order of St. John.
Ambulance Saint-Jean est un organisme humanitaire international et une fondation de l'Ordre de Saint-Jean.



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

Hall and Facility Rates 2010

Monday to Friday 8:30am to 4:30pm Time includes set up and clean up.	1 Room (30 – 40 people)** size: 23'x 28'	2 Rooms (40 – 80 people)** size: 46'x28'	3 Rooms (80 – 130 people)** size 69'x28'
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
Weekends and evenings Time includes set up and clean up.	1 Room (30 – 40 people)** size: 23' x 28'	2 Rooms (40 – 80 people)** size: 46'x28'	3 Rooms (80 – 130 people)** size: 69'x28'
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.			
A \$50.00 clean up fee will be charged if rooms are not left clean.			
Premium rates may apply for stat holidays – call for details.			

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



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

Rental Request Form					
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			
Special instructions or other comments:					

Rental Charges		
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:		



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

Persons renting the facilities of St. John Ambulance, Thunder Bay agree to the following:

1. to provide supervision of the event, in order that uninvited persons are not in attendance. Must have a guest list and a controlled number.
2. to set up the tables and chairs for your function.
3. to clear the tables, dishes, glasses, garbage, etc. Any broken items will be charged to the renter.
4. to clean up hall, wash any used glasses and dishes, and sweep floors.
5. to place tables and chairs in their original position.
6. to remove decorations and personal items from the premises before leaving.
7. to acquire suitable liquor permit and to follow pertinent regulations and laws. The permit must be in the name of the person booking the hall. Copy of the license must be posted in the hall during the event. Only liquor, wine, or beer purchased on the permit may be sold or served on these premises. It is strongly recommended that servers have participated in a "Smart Server" program. It is strongly encouraged that you have courtesy rides available for your guests.
8. all evidence of service and consumption of liquor shall be immediately removed as of the expiry of the license.
9. absolutely no drinking is permitted in the parking lot or outside of the building.
10. the renter must take all unused liquor, wine, or beer and empty returnable mix bottles before leaving the premises of St. John Ambulance. If said liquor, wine, beer or empty returnable mix bottles are not removed it shall become the property of St. John Ambulance.
11. 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.
12. music must stop by 1:00am. All persons must be out of the building by 1:30am, or additional charges will apply.

I hereby deposit the sum of \$ _____ as a deposit against any damage being done to the said premises or equipment during my occupancy. The cost of repairing any such damage or the amount of any additional rental may be charges to such deposit and I agree to be responsible for any deficiency. The balance of the deposit after any such deduction or the entire deposit, if no deductions are required, shall be returned to me after the above date.

Date of Rental: _____ Print name: _____

Date Contract Signed: _____ Signature: _____