



Reservations – Hall Rental Accredited Organizations and Tenants

Please note that Technical Services and equipment are not included in the rental. If you require technical services for your event (sound, lighting, or video equipment) please contact our Technical Services Coordinator, Andrew Toffen, technique@ccfm.mb.ca or by phone at 204-233-8972. ext. 426

Today's Date: (DD/MM/YY)	
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Contact Information

Organization or Tenant Name		
Name of primary contact person		
Name of person signing contract		
Address (# - street - city – postal code)		
Telephone number(s)	1)	2)
Email address:		

Event Details

Hall(s) requested			
Activity Date (DD/MM/YY)			
Times you wish to access the hall ¹	-	Event times ²	-
Event name			
Event description			
Number of participants			

¹ Including set up and tear down

² Start and end time of events

Please do not fill out below this line if your reservation is for a Wedding Social; we have a standard package for Wedding Socials.

	Yes	No	Quantity
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Tables	<input type="checkbox"/>	<input type="checkbox"/>	
Tablecloth*	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	Quantity
Bartenders*	<input type="checkbox"/>	<input type="checkbox"/>	
Security service*	<input type="checkbox"/>	<input type="checkbox"/>	
Holding pen*	<input type="checkbox"/>	<input type="checkbox"/>	

*Charges may apply; must confirm with Hall Coordinator

Do you require technical services? Yes No

Additional comments regarding your event:

For questions regarding rentals:

Lassana Traoré
Customer Service Manager
salles@ccfm.mb.ca
Phone: 204.233.8972 ext. 430

For questions regarding technical services:

Andrew Toffen
Technical Services
technique@ccfm.mb.ca
Phone: 204.233.8972 ext. 426