CREATIVE NOMAD STUDIOS

EVENT/SPACE RENTAL REQUEST

DATE: _____

ABOUT YOU AND YOUR EVENT

Organization/Individual/Group: _____

Contact Person: _____

Phone Number: _____

Email: _____

Type of Event: _____

Event Title for Directory Sign: _____

Anticipated number of people: _____

Saturday bookings have two time slots:
- Daytime: out by 3:00 pm
- Evening: start at 5:00 pm or later

Saturdays require a package rental or a 5-hour minimum.
All other bookings require a 2.5-hour minimum.
Minimums run from rental start time to out-by time.

Date(s) Required: _____

Rental start time: _____

Doors Open/Event Start Time: _____

Event End Time: _____

Out by: _____

Set-up notes: _____

CHOOSE ONE OF THE FOLLOWING

1) Package Rental

Package details sent separately

- ☐ Dinner Package
- ☐ Celebration of Life Package
- ☐ Party Package
- ☐ Baby / Bridal Shower Package

OR

2) Build Your Own Rental A La Carte

À la carte rentals are unstaffed. Staff can be added to any à la carte rental.

Event Room Rental

Tables & chairs are included and set up prior to your rental start time

- ☐ **$85/hr** Daytime Weekday **2nd Floor Event Room**
- ☐ **$115/hr** Evening & Weekend **2nd Floor Event Room**
- ☐ **$120/hr** Daytime Weekday **Event Room with Kitchen**
- ☐ **$150/hr** Evening & Weekend **Event Room with Kitchen**
- ☐ **$170/hr** Daytime Weekday **Whole 2nd Floor**
- ☐ **$205/hr** Evening & Weekend **Whole 2nd Floor**

Linens

- ☐ Buffet linen, ½ length dark grey **($9 each)** # _____
- ☐ Buffet linen, floor length white **($20 each)** # _____
- ☐ Buffet linen, floor length black **($20 each)** # _____
- ☐ 72" round table linen, white **($20 each)** # _____
- ☐ Linen napkins, black **($1.50 each)** # _____

Dishes

Flatware $6.00 per dozen

- ☐ Dessert spoons (dozen) # _____
- ☐ Dessert forks (dozen) # _____
- ☐ Dinner forks (dozen) # _____
- ☐ Knives (dozen) # _____
- ☐ Soup spoons (dozen) # _____

Equipment & Services

- ☐ Speaker & Spotify Access
- ☐ Projection equipment & screen **$40**
- ☐ Table/lectern
- ☐ Buffet setup

Bar Service

Bar options are available.

- ☐ Request a quote

Self-Serve Water Station

Cold filtered water is always available at the bar when there is a bar set-up

- ☐ Up to 50 people **$40**
- ☐ 51+ people **$55**

Self-Serve Coffee/Tea Station

- ☐ Up to 20 people **$45**
- ☐ 21+ people **$2.40 per person**

Tableware $9.00 per dozen

- ☐ Side plates (dozen) # _____
- ☐ Dinner plates (dozen) # _____
- ☐ Rimmed soup bowls (dozen) # _____

All prices plus HST