



Far North Emergency Preparedness and Response (EPR) Centre
 Moose Cree First Nation, P.O. Box 190 911 Achimist Street, Moose Factory, ON P0L 1W0

RENTAL APPLICATION FORM 2016

EPR Conference & Training Centre

Organization or Individual:		
Address:		
Contact Person & Title:		
Tele:	Fax:	Email:
Date & Time of Rental:		
Purpose / Activity:		
Seating / Table Arrangements: Using the floor plan on back of the form, sketch in the seating /table arrangements or speak with the EPR staff.		
Invoice to be submitted to: <input type="checkbox"/> Address Above <input type="checkbox"/> other: (please provide address)		
General Rental Policies		
A) The organization or individual renting the facility will be responsible for the control and management of the people attending the event. B) The person signing this rental form accepts full responsibility for all costs associated with replacement of damaged or missing equipment, furnishings, and repairs to the facility. This includes the interior and exterior of the facility. C) Alcoholic beverages are strictly prohibited.		
Applicant's Signature:		Date:

Equipment Available (Included in rental fee)	Remarks:	Rental Rates	
P. A. Sound System		Weekdays (Mon – Fri)	
In Focus DLP Projector		Day	\$330.00
120" Screen		Half Day	\$222.00
Overhead Projector		Evening	\$222.00
Flip Chart Stands (4)		Weekends (Sat & Sun)	
Rectangular Tables (18)		Day	\$443.00
Round Tables (12)		Half Day	\$330.00
Chairs (150)		Evening	\$330.00
LP Gas Range (stove) in Kitchen		Remarks:	
Refrigerator			
Coffee Percolators (2)			

Return completed form to Raymond Butterfly EPR Director

Fax: 705 658 2273 Phone: 705 658 2740 email Raymond.Butterfly@moosecree.com

Please Note: **Management and Staff are not responsible for any items left behind, Please remove all equipment once booking is completed.**