



**Temporary Booking Contract**

**Contact Information:**

Name of Company/Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Select the option that best describes you:**

Student \_\_\_\_\_ Student Group/Club \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Other \_\_\_\_\_

If Other, please specify: \_\_\_\_\_

**Requested Booking Information:**

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Requested Booking (Room):**

Mingling Area \_\_\_\_\_ Elephant Room \_\_\_\_\_ CLC Boardroom \_\_\_\_\_

KDC Lounge \_\_\_\_\_

**Requested Booking (Item):**

**\*Please put number of Tables, Chairs or Tents being requested\***

Tables \_\_\_\_\_ Tents \_\_\_\_\_ Lounge TV \_\_\_\_\_

Chairs \_\_\_\_\_ Projector \_\_\_\_\_ Projector Screen \_\_\_\_\_

**\*It is the responsibility of the Company/Organization/Group requesting the booking to set-up AND take down all chairs and tables requested, unless expressed permission has been given from the Services Coordinator. Failure to do so will result in warning and ultimately the loss of booking privileges.\***

**Event Type:**

Meeting \_\_\_\_\_ Info Booth \_\_\_\_\_ Vendor \_\_\_\_\_ Other \_\_\_\_\_

Description:

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If a Mingling Area Booking has been requested, is close proximity to an electrical outlet required?

Yes \_\_\_\_\_ No \_\_\_\_\_

If a Room Booking has been requested, will alcohol be served?

(Please note, if your answer is yes, all alcohol present must be supplied by Bailey's)

Yes \_\_\_\_\_ No \_\_\_\_\_

Total Fee owed by \_\_\_\_\_ is \$ \_\_\_\_\_ and

(Please print name of Company/Organization/Group)

payable in advance of booking date to **Brandon University Student Union (BUSU)**

**Signed at the City of Brandon, in the Province of Manitoba**

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Applicant Name \_\_\_\_\_

(Please print)

Signature \_\_\_\_\_ Position: \_\_\_\_\_

**\*By signing the following document the applicant acknowledges having read and understood the application and temporary rental policies, and agrees to adhere to the policies and guideline presented by BUSU\***

**Brandon University Student Union (BUSU)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_