

The Silver Bean Cafe Event Room Rental Application

Details:

- Room includes 25 chairs and 4 x 5 foot tables
- Liability insurance is required
- Cost is \$25/hour plus HST or \$150/day plus HST
- Payment will secure reservation

Please fill out this form, save it (if online, right click, click 'Save As'), and email it to us at andrea@silverbeancafe.com

Event Title:

Organizing Group:

Event Description:

Date(s):

Set up time:

Event start time:

Event end time:

Take down:

Total hrs requested:

Or day rate (6+ hours):

Contact Name:

Address:

City:

Postal Code:

Phone:

Email:

Alternate Contact Name:

Phone:

Email:

1. Is the event Display room only? Display room and park ?
2. How many people do you expect?
3. Will food services be part of your event (please explain)?
4. Do you want to find out more about Silver Bean Catering? Yes!
5. Will you be serving alcohol? No Yes
(if so, you will need to contact LCBO to get a special events permit)
6. Are there any special arrangements that you require?

For more information, please contact Andrea by email andrea@silverbeancafe.com or phone 705-957-2326