



FACILITY RENTAL SERVICES

MUNICIPAL EMERGENCY VENDOR REGISTRATION

1. Basic Company Information

1.1 Rental Facility / Community Organization Name

1.2 Rental Facility / Community Organization Complete Street Address

1.3 Rental Facility / Community Organization Contact Telephone Number:

1.4 Hours of Operation for Facility / Community Organization Administration:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Statutory Holidays: _____

1.5 Contact for Billing Office:

Telephone: _____

Email: _____

1.6 Facility Capacity:

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1.7 Amenities On Site (check all that apply):

- Free WIFI
 - Kitchen Facilities
 - Washroom Facilities
 - Shower Facilities
 - Recreational Facilities (Type: _____)
 - Free Parking
 - Folding Tables (Number: _____)
 - Chairs (Number: _____)
 - Kitchen Equipment (Cooking Pots / Utensils, Dishes, Coffee Urn, etc.)
 - Picnic Tables / Outdoor Furniture
 - Audio / Visual Equipment (Type: _____)
 - Other (Describe below):
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2. Emergency Requests

2.1 Rental Facility Location (Physical Address)

2.2 Rental Facility Access:

- Key
 - Maintenance Personnel
 - Door Code
 - Other (Describe below):
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MUNICIPAL EMERGENCY VENDOR REGISTRATION

2.3 Rental Facility Access Instructions:

- Provided at Time of Booking with Instructions for Keys / Door Code
 - Provided at Time of Booking with Initial Access Involving Company Representative
 - Other (Describe below):
-

2.4 Facility Access (Typical Access Hours):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

2.5 Dedicated Facility Representative:

Regular Business Hours: _____

After Regular Business Hours: _____

2.6 Dedicated Facility Representative Contact Telephone Number:

Regular Business Hours: _____

After Regular Business Hours: _____

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MUNICIPAL EMERGENCY VENDOR REGISTRATION

2.7 Estimated Response Times (Outside of Standard Hours of Operation):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

2.8 Typical Facility Rental Rates

Description	Rate
Standard Hourly Rate	
Standard Daily Rate (based on 12 hour occupation)	
Emergency Daily Rate (based on 24 hour occupation)	
Weekly Rate (based on 24 hour occupation)	