



428 Herbert St. Box 152 Pembroke ON K8A 6X3 613-732-4113

Event _____ Contact Name _____

Date _____ Phone _____

Areas Rented	Fee	HST	Total	Due
Reception Hall & Bar	\$250.00	\$32.50	\$282.50	
Hall Only	\$300.00	\$39.50	\$339.00	
Lower Lounge Only	\$150.00	\$19.50	\$169.50	
Corking Fee	\$100.00	\$13.00	\$113.00	
Set Up Time per hr (*)	\$10.00	\$1.30	\$11.30	
Clean Up by PCC Staff	\$50.00	\$6.50	\$56.50	
Table/Chair Take Down	\$25.00	\$3.25	\$28.25	
Tablecloths (each)	\$10.00	\$1.30	\$11.30	
Chair Covers	\$1.00	\$0.13	\$1.13	
Kitchen (ovens, d/w, etc.)	\$50.00	\$6.50	\$56.50	
Large coffee/tea urns	\$10.00	\$1.30	\$11.30	
ICE (per sheet per hr.)	\$56.00	\$7.28	\$63.28	
ICE, Hall, Kitchen Rental	\$333.00	\$43.29	\$376.29	
Damage Deposit			\$50.00	
Other				
Grand Total (incl HST)				

Other Information

Number of People at Event _____

Set-up Time & Information _____

Doors to be Opened at _____

Bar Opened at _____ Bar Closed at _____

Number of Bar Staff _____

Caterer Arrival/Set up Time _____

DJ/Music Arrival/Set Up Time _____

Renter's Signature _____

Club Signature _____ Contact # _____

(*) 2 hour set up time permitted \$10.00/hr for each additional hour after that