



Selkirk Community Arts Centre Inc.

Facility Use Request*

Name of person / organization requesting facility: _____

_____ Gallery member? Yes / No

Mailing address: _____

Email: _____

Phone: (c) _____ (h) _____

Describe proposed event or workshop: _____

Requested date(s): _____

Time: _____ Min/Max # participants: _____

Is this event part of another activity? (e.g., festival, conference). If so, please describe briefly.

Cost to participants:

Instructional/Participation fee \$ _____ Supplies \$ _____ Total: _____

Will **food service facilities** be required? yes no

(Note: Refreshments for public events must come from approved permitted sources (restaurants, take out establishments, grocery stores. Reusable dishes must be cleaned and sanitized using government approved procedures.)

How did you find out about gallery rental? _____

User signature: _____ Date: _____

***User Fees**

Members may use the gallery at **no charge** for events and workshops that are free to participants. **Members** must remit 15% of revenue of events and workshops (not including the cost of participant supplies) that charge a fee. **Non-members** must remit 20% of revenue of events and workshops (not including the cost of participant supplies) or \$50 whichever is greater.