Akwesasne Economic Development Agency
P.O. Box 1634, Cornwall, ON K6H 0G5
Tel: (613) 932-2923 Fax: (613) 932-8460

APPLICATION/CONTRACT

For Rental

Organization: _____

Contact Person: _____ For-profit: Y or N

Phone: (Home) _____ (Business) _____(Fax)_____

Address: _____Postal Code: _____

Email Address: _____

Date(s) of required: _____Time(s) required: _____

Number of Hours: _____Hours _____ Number of People: _____

Equipment Requirements	**Room(s) Required**
☐ Tables # _____ ☐ Chairs# _____ ☐ TV/VCR ☐ Laptop/Projection Screen ☐ Flip Chart/ Projection Screen ☐ Photocopier (Fee .15 per copy) ☐ Fax Machine From $0.10 per copy Long distance – add $.0.15 per page in Canada Long distance – add $0.25 per page to U.S. (Only for instructors)	Board Room ($25/hr) Specify setting _____ ☐ Boardroom holds 15 – 20 people _____ ☐ Classroom holds 20 people _____ ☐ Lecture holds 45 people _____ ☐ Computer Stations ($50/ hr) Holds: 16 _____ people ☐ Board Room Rental $200 per day $25.00 per hour ☐ Computer Room Rental $250 per day **AMOUNT DUE $_____**

AEDA Representative _____ Date: _____

CLIENT Signature _____ Date: _____

FOR OFFICE USE ONLY

FEE CHARGE

Boardroom rental **$** INVOICE #:

Computer Stations **$** _____ Date of INVOICE:

TOTAL: $

Paid in Full by: Cheque# _____ Cash _____ Receipt# _____

Received By: _____ Date: _____