

SHELMERDINE

SECOND NATURE

PRIVATE FUNCTION AGREEMENT

Whether you wish to host a girl's night out, client event or offer a class/workshop led by our talented team or your own experts, we are pleased to offer an inviting space surrounded by plants that will make any get together relaxing and fun. **We are unable to offer children's birthday parties at this time.**

EVENT NAME: _____

COMPANY/HOST: _____

ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

EVENT INFORMATION

DAY/DATE OF EVENT: _____

START & END TIME: _____

EST. # OF PEOPLE (MAX. 20 PEOPLE): _____

SPECIAL NEEDS/INSTRUCTIONS: _____

SPACE RENTAL FEE: \$150 + GST & PST

Includes set up and tear down, plastic tables and chairs and disposal of any waste material.

WORKSHOP FEE: \$65 PER PERSON + GST

Minimum 10 people required. Includes rental of community space, set up and tear down, plastic tables and chairs, workshop instruction, all materials and disposal of any waste material.

Workshops are approximately 45 minutes to 1 hour. Projects are taken home by guests.

Your event is not confirmed until we receive the space rental fee has been completed and the event has been approved by our Events Team. Please submit the form to events@shelmerdine.com or print out the form and fax it to 204.895.4372 - thank you.

PAYMENT INFORMATION

CREDIT CARD: VISA MASTERCARD

CREDIT CARD NUMBER: _____

EXPIRY DATE: _____ SECURITY CODE: _____

CARD HOLDER NAME: _____