

St. Jean de Brébeuf Catholic Secondary School

Equipment Rental Request Form

Cafeteria or Gym

Name of Organization:

Contact Name:

Phone:

Dates Required:

Space Rented (choose one): Gym Cafeteria

When an organization does not choose to supply all of their own stage equipment, the following may be rented from St. Jean de Brébeuf C.S.S. for the prices shown below.

Stage Equipment Rental Cost	Units Required	Rental \$ Per Unit	Total Cost
Basic Rate 1 (cafeteria/gym)		\$50.00	
Portable PA system in the cafeteria/gym with 1 wired microphone and 1 mic stand. At least 1 stage technician is required (cost not included)		\$125.00	
Podium		\$10.00	
Wireless Microphone (maximum 2 available)		\$50.00 each	
Aux cable for computer/device (computer/device not included)		\$10.00	
LCD Projector & Screen (Does not include PA) <ul style="list-style-type: none"> • Source device not included • HDMI or VGA compatible 		\$50.00	
Stage Technician (minimum of 2 techs required, for a minimum of 4 hours) (\$14/Hour)	# of technicians x # of hours = ____	\$14.00/hour	
Total: (Please remit with application)			

Please Note: When stage equipment is rented from St. Jean de Brébeuf C.S.S., one or more stage technicians must be hired based on the amount of equipment required. Technician(s) shall be paid for the entire duration of the event plus at least ½ hour prior to the start and ½ hour after the completion of the event to cover setup and take down of the equipment.

A cheque for the full amount of the costs must be submitted with the application to rent the facilities. Please make the cheque payable to: St. Jean de Brébeuf C.S.S.

Please submit this completed form to the school, c/o Mr. Dave Curto, no later than 2 weeks before event date. Failure to do so may result in equipment or staff not being available. Completed forms can be submitted electronically to curtoda@hwcdsb.ca, or delivered as hard copy to the main office.

Please direct inquiries through our main office at 905 388-7020

St. Jean de Brébeuf Catholic Secondary School

Equipment Rental Request Form

Auditorium

Name of Organization:

Contact Name: Phone:

Dates Required:

When an organization does not choose to supply all of their own stage equipment, the following may be rented from St. Jean de Brébeuf C.S.S. for the prices shown below.

Stage Equipment Rental Cost	Units Required	Rental \$ Per Unit	Total Cost
Basic Rate 2 (auditorium) <ul style="list-style-type: none"> • Technicians required, cost not included 		\$75.00	
In-house PA system with 1 wired microphone and 1 mic stand.		\$200.00	
Podium		\$10.00	
Wireless Microphone (maximum 2 available)		\$50.00 each	
Aux cable for computer/device (computer/device not included)		\$10.00	
Strand computerized stage lighting system (1 additional technician must be hired, cost not included) <ul style="list-style-type: none"> - Presetting lighting cues must be done minimum 5 days prior to the event (programming must be done by technician, at a rate of \$14/hour. 		\$250.00	
2 Monitor Speakers		\$75.00	
LCD Projectors & Screens <ul style="list-style-type: none"> • Source device (ie: computer) not included • HDMI only 		\$175.00	
Digital piano with built-in speakers (Price does not include use of PA)		\$50.00	
Stage Technician (minimum of 2 tech required, for a minimum of 4 hours) (\$14/Hour)	# of technicians x # of hours = ____	\$14.00/hour	
Total: (Please remit with application)			

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