

**St. Jean de Brébeuf Catholic Secondary School**  
**Equipment Rental Request Form**  
*Auditorium*

Name of Organization:

Contact Name: Phone:

Dates Required:

Stage Equipment Rental Cost	Units Required	Rental \$ Per Unit	Total Cost
<b>NOTE: Basic Rate 1 is required for <u>all</u> auditorium rentals</b> <b>Basic Rate 1 (auditorium)</b> <ul style="list-style-type: none"> <li>• Includes house P.A. system with 1 wired mic, 1 mic stand, and 1 aux input</li> <li>• Preset stage and house LED lighting</li> <li>• 2 Technicians required (technician cost not included – see below)</li> </ul>		\$350.00	
<b><u>Optional Equipment:</u></b>			
Podium		\$10.00	
Wireless Microphone (maximum 2 available)		\$50.00 each	
Strand computerized stage lighting system (1 additional technician must be hired, cost not included – see below) Presetting lighting cues must be done minimum 5 days prior to the event (programming must be done by SJB technician, at a rate of \$14/hour.)		\$250.00	
2 Monitor Speakers		\$75.00	
LCD Projectors & Screens <ul style="list-style-type: none"> <li>• Source device (ie: computer) not included</li> </ul> HDMI only		\$175.00	
<ul style="list-style-type: none"> <li>• Digital piano with built-in speakers</li> </ul>		\$50.00	
Stage Technician (minimum of 2 tech required, for a minimum of 4 hours) (\$14/Hour)	# of technicians x # of hours = _____	\$14.00/ho ur	
<b>Total: (Please remit with application)</b>			

**Please Note:** 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.**

**As well, a deposit in the amount of \$200 is required for the following reason; any cost incurred for clean-up/vandalism/loss to bring the school to the cleanliness level acceptable to the principal [Education Act, S.265(j)] shall be charged to the permit holder. The deposit will be available in the main office one week after the event has taken place.**

**Please make the cheques 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](mailto:curtoda@hwcdsb.ca), or delivered as hard copy to the main office.**