

Dorsay Community & Heritage Centre Wedding Rental Request

This application form will be submitted electronically to facilitybooking@pickering.ca and you will receive a copy by email.

Your request will be reviewed by Facility Booking staff and you will be advised as to the status of your request by a customer service representative.

If you require additional information about this process, please contact Facility Booking Staff at 905.420.4623

* Required Field

Applicant Information

Permit Holder Last Name*	
Permit Holder First Name*	
Address*	
City / Town*	
Postal Code*	
Email*	
Contact Number*	

How did you hear about us? *

Search Engine ☐ Social Media ☐ Website ☐ Email ☐ Other ☐ please indicate:

Will you be providing Insurance*	Yes	☐	No	☐
Will there be Music*	Yes	☐	No	☐
Will alcohol be served*	Yes	☐	No	☐
Do you plan to sell alcohol*	Yes	☐	No	☐

Rental Request

Date Requested *	
Time Arrival *	
Time Vacating *	

Number of people attending *

Rooms/Space Requested (check all that apply)

Banquet Hall North & South	☐	Courtyard	☐
Foyer	☐	Program Room	☐
Dorsay Meeting Room	☐	Kitchen	☐
DCHC Grounds for Photos	☐	Museum Grounds for Photos	☐

Will you be using the Courtyard for your function* Yes ☐ No ☐

Will you be using the Courtyard Portable Bar* Yes ☐ No ☐

Will you be using Cocktail Tables* Yes ☐ No ☐

Will you be using Audio video equipment* Yes ☐ No ☐

Would you like Museum access for your guests* Yes ☐ No ☐

Would you like more information on
made-to-order artisan guest favours* Yes ☐ No ☐

Would you like more information on the 1920s
Cocktail bar addition* Yes ☐ No ☐

Will you be using a Wedding Planner* Yes ☐ No ☐

If yes, please provide contact information:

Licensee wishing to cancel or alter their Permit must give written notice thirty (30) days prior to the date of the Event to the Department.

Insurance Requirements: It is the responsibility of the licensee to provide or purchase from the City a certificate of general liability insurance naming the City of Pickering as an additional insured in the minimum amount of \$2 million per occurrence (events of higher risk may require \$5 million minimum). Rates are to be determined based on the type of function and number of attendees. It is the renter's responsibility to ensure that all required licenses are secured and provided at least three weeks prior to the date of the event or function (i.e. Liquor License, Smart Serve Certificate, and Liability Insurance).

Deposits: All rentals will require a security/damage deposit. A refund of the deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. The permit holder must pay all damages to facilities arising from the use of facilities even if above the initial deposit.

Payment: The permit will be paid in full at the time of booking as well as signed and returned by the permit holder 20 days prior to the rental date. Payment can be made over the phone. Accepted methods of payment include VISA, MasterCard, Debit or Cheque (payable to the City of Pickering).

It is the renter's responsibility to ensure that all belongings are removed from the facility at the end of the rental.

Signature of Applicant/Licensee *

Date *