

## COMMUNITY INFORMATION SIGN RENTAL REQUEST

<b>Not-for-Profit Organization:</b>	
<b>Mailing Address:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	<b>E-mail:</b>

**Terms & Conditions:** Sign rental pricing includes fees for setup/take down and daily rental. Rentals must be made for a **minimum of 4 days** (April-October) **or 14 days** (November – March), with an option (depending on availability) to a **maximum of 30 days**. Additional days may be requested during the time of the rental, with availability determined at time of request. Sign rentals are dependent on availability. Efforts will be made to post as of the requested start date and weather permitting. Start and end dates requested may only be weekdays, no statutory holidays. (Sign rentals are permitted for community not-for-profit organizations only as per County policy).

RENTAL REQUEST	
<b>Start Date:</b> <small>(weekdays only, no stat holiday)</small>	<b>End Date:</b> <small>(weekdays only, no stat holiday)</small>
<b>Number of Days requested:</b> (insert the # DAYS in equation below)	
<b>Sign Location:</b>	Setup + Per days x # DAYS
• Wye Road - West side	\$80 + \$6 x _____ = \$ _____
• Memorial Hall - One side	\$60 + \$4 x _____ = \$ _____
• Memorial Hall - Both sides	\$80 + \$6 x _____ = \$ _____
<b>Total Payment: = \$ _____</b>	

**Have you entered your message on the following page, following the instructions?**

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please submit the completed form (both pages) to [aras.hallrentals@gmail.com](mailto:aras.hallrentals@gmail.com) for approval of request. Upon approval, an invoice will be sent to the organization's email as indicated above.

**WYE ROAD SIGN - West Side (Facing Sherwood Park)**

Message may contain 14 characters per row with 4 rows available.


**MEMORIAL HALL SIGN - West Side (Facing Ardrossan Rec. Centre)**

Message may contain 16 characters per row with 5 rows available.


**MEMORIAL HALL SIGN - East Side**

Message may contain 16 characters per row with 5 rows available.
