

## Rental Registration Form

To register your rental inquiry, fill out both pages below and email them to [reservations@diefenbunker.ca](mailto:reservations@diefenbunker.ca) at least two weeks in advance. We are happy to accommodate last minute rentals when possible. Please note: incomplete forms will not be accepted. Also, **the completion of this form does not confirm your rental.** We will reply with availability within 2-3 business days. If you do not hear back from us, please contact us directly.

For more information, call **Jessica Huang** at 613-839-0007 x. 227 or [j.huang@diefenbunker.ca](mailto:j.huang@diefenbunker.ca)

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| <b>Number of Estimated Attendees</b>   |  |
| <b>Description of Rental:</b> Please indicate how the space will be used (meeting, celebration, activity, etc).                    |  |
| <b>Preferred Date and Time</b> (*please note that staffing charges will apply if rental falls outside of regular operating hours). |  |
| <b>Alternative Date and Time</b>   |  |
| <b>Additional Requirements</b>   | <input type="checkbox"/> Wifi<br><input type="checkbox"/> Catering<br><input type="checkbox"/> A/V Equipment: _____<br><input type="checkbox"/> Group Tour<br><input type="checkbox"/> Team Building activity<br><input type="checkbox"/> Other: _____ |
| <b>Contact Name</b>  |  |
| <b>Telephone Number</b>  |  |
| <b>Billing Address</b>   |  |
| <b>Email</b>   | Indicate if you agree to allow the Diefenbunker to contact me by email    Yes / No   |
| <b>Credit Card Information</b>   | Card Number:<br>Expiration Date:<br>CVV:<br><input type="checkbox"/> I will call in my credit card number. 613-839-0007 x227   |
| <b>Cardholder's Signature</b>  |  |

**A Credit Card number is required for booking purposes only. Payment must be made upon arrival. If you would like to use this card for payment on arrival please indicated below.**

- I give the Diefenbunker permission to use the above card for payment on the date of our scheduled rental.
- I DO NOT give the Diefenbunker permission to use the above card for payment on the date of our scheduled rental.

### **Rental Cancellation Policy**

Any cancellations or significant adjustments to the rental must be communicated a minimum of two weeks in advance of the booking. Any changes made past the cancellation date will be subject to cancellation fees (see below for more details).

Emergency cancellations are subject to approval of our Operations Manager. Under all other circumstances, our booking agent must be notified in writing (e-mail) two weeks prior to the visit for any changes and/or to cancel the reservation. If inside two weeks, the Diefenbunker will do its best to oblige, however we cannot guarantee requests will be accommodated.

Cancellations that fall within two weeks of the rental date are subject to a cancellation fee of 25% of the total rental fee. Additionally, any rental orders placed by the Diefenbunker on behalf of the renters will be charged in full if the order is not able to be cancelled.

### **Method of Payment**

Payment is due upon arrival and must be made in the form of Visa, MasterCard, AMEX, Interac, or cash.

If you would like to be invoiced, written notice in advance of the rental date is required. Any additional charges arising during the evening will be invoiced and payable within 30 days of receipt. **Please note: if no payment is received by the due date, and no arrangements for invoicing has been made, the above credit card number will be charged for the full amount.**

### **Important Rental Information**

The museum reserves the right to deny admission or exclude from the premises any individual(s) whose behaviours negatively impact the museum, its guests, volunteers or staff. Unless stipulated otherwise guided tours of the Museum are available for an additional fee and must be requested at the time of the booking.

Due to its location and age, the Diefenbunker may close on short notice due to inclement weather or other emergencies beyond our control. In this instance, your group will not be charged and your Contact Person will be notified immediately.

Please be advised that your rental time is scheduled and as such any set-up/take-down requirements that renters may have should be factored in when booking rental time. If the event extends outside the agreed upon rental time, extra fees will apply.

Displays, backdrops, floral arrangements, decorations, musical equipment, and so on must be completely reversible and not cause damage to or deface the premises (masking tape is permissible, however no nails, glue or other type of adhesive may be used). Museum exhibitions and artifacts are not to be moved or rearranged without permission.

It should also be noted that the Diefenbunker has a strict "No Open Flames" policy. Smoking is not permitted inside the fenced perimeter of the facility. Some areas of the Museum, such as the Bank of Canada Vault and Cafeteria space, are cooler in temperature and cannot be adjusted. Finally, in the event of property damage or loss during the rental period, the Renter is solely responsible for replacing the damaged property and/or repair costs.

**I have read and agree to the above procedures and recognize that failure to adhere to these rules could result in the refusal/expulsion of the rental group or additional charges/fees.**

Signature of Renter: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_