DIEFENBUNKER
CANADA'S COLD WAR MUSEUM | MUSÉE CANADIEN DE LA GUERRE FROIDE

RENTAL REQUEST FORM

To register your rental inquiry, fill out the form below and email it to reservations@diefenbunker.ca at least **4 weeks in advance** of your preferred rental date.

Please note: Incomplete forms will not be accepted. **The completion of this form does not confirm your rental**. We aim to reply within 2-3 business days regarding availability to accommodate your rental.

For any questions or more information, contact our Events and Rentals Coordinator at **613-839-0007 x266** or reservations@diefenbunker.ca.

PRIMARY CONTACT:		
ORGANIZATION NAME:		
TYPE OF EVENT:		
NUMBER OF ATTENDEES:		
DESIRED MUSEUM SPACE: Reference our Rental Information Package at diefenbunker.ca/rentals		
DESIRED DATE AND TIME:		
	Is an alternative date and/or time possible? If **yes**, please list potential alternatives:	☐ YES / ☐ NO
EVENT DETAILS:	Setup Required (please describe):	Time Required:
	Teardown Required (please describe):	Time Required:
	Will there be speeches and/or presentations?	☐ YES / ☐ NO
	Will there be music playing?	☐ YES / ☐ NO
	Will there be dancing?	☐ YES / ☐ NO
EQUIPMENT REQUIRED:	☐ Microphone ☐ Sound system ☐ Projector ☐ Television ☐ Chairs ☐ Tables ☐ Podium ☐ Other:	
	Is there equipment that you and/or any external providers would be bringing on site? If **yes**, please list all equipment:	☐ YES / ☐ NO
CATERING:	Do you require catering for your event? If **yes**, please note all relevant meals and services. ☐ Breakfast Box ☐ Lunch Box ☐ Finger Foods ☐ Dinner – Individual ☐ Dinner – Hot Buffet ☐ Dinner - Served ☐ Coffee/Tea Service ☐ Other:	☐ YES / ☐ NO
ALCOHOL:	Do you want a bar for your event?	☐ YES / ☐ NO
	If **yes**, what type of bar? ☐ Cash Bar ☐ Open Bar ☐ Drink Tickets (__ # of tickets per person)	
ADDITIONAL PROGRAMMING:	Would you like to have Group Tours of the museum as part of your rental/event?	☐ YES / ☐ NO
	Would you like to have Escape the Diefenbunker experiences as part of your rental/event?	☐ YES / ☐ NO

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PRIMARY CONTACT	
Name:	Telephone Number:
Email Address:	
Mailing Address:	

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.

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 and 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 historic nature, 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 Primary Contact 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, decorations, floral arrangements, living décor, musical equipment, and any other setup—including structural elements—must not compromise or otherwise interfere with the integrity of the National Historic Site. All such items are subject to review and may be disapproved at the museum's discretion.

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, are cooler in temperature and this cannot be adjusted.

In the event of property damage or loss during the rental period, the Renter is solely responsible for replacing the damaged property and/or related repair costs.

ACKNOWLEDGEMENT

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.

Name (Print) _____ Signature _____ Date _____