

## RESERVATION FORM

Once completed, your form must be submitted through email (eve\_publics@ville.montreal.qc.ca) to the public event division **at least 90 days** before the scheduled event.

N.B. The submission of an application to the Public Events Division does not constitute a authorisation to hold an event.

SECTION FOR ADMINISTRATION			
Reception date of application :		File number :	

Section 1 – Promoter Identification				
Family name :		First name :		
Address :				
City :	Province :	Country :	Postal code :	
Telephone :		Mobile :		
E-mail :				
Client (please specify whether incorporated company, partnership or individual) :				
Is the client a registered charity whose headquarters are located in Montreal? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, provide Charter and Letters Patent of the organization; List of Board Members; Resolution of the Board of Directors of the organization authorizing the filing of the application for financial support and mandating a person responsible for signing any commitment relating to the application)</small>				
Contact Information for Promoter's Client		<input type="checkbox"/> Same contact information as for the promoter		
Family name :		Family name :		
Address :				
City :	City :	City :	City :	
Telephone :	Telephone :			
E-mail :				
Have you ever organized an event at Chalet du Mont-Royal? <input type="checkbox"/> yes <input type="checkbox"/> No				

Section 2 – Information on the Event	
Name of event :	
Planned event name :	Planned event time (included assembly and disassembly) :
Number of persons expected :	
Target public :	
Objective(s) of the event	
Brief description of the event :	
Name of caterer :	
Type of meal : <input type="checkbox"/> Cocktails <input type="checkbox"/> Meal with service <input type="checkbox"/> Buffet <input type="checkbox"/> Other Please specify :	
Required rooms: <input type="checkbox"/> Salle des pas perdus <input type="checkbox"/> Catering area <input type="checkbox"/> Front balcony <input type="checkbox"/> Balcony East <input type="checkbox"/> Coat check in the basement	

Section 3 - How did you learn about the possibility of renting the Chalet du Mont-Royal?