



APPLICATION FORM-HIGHLAND VILLAGE FACILITY RENTALS & WEDDING PHOTOS

NAME	
ADDRESS	
TELEPHONE/FAX	
E-MAIL ADDRESS	
DESCRIPTION OF EVENT & SPACE REQUESTED	
REQUESTED DATE & TIME	

ADDITIONAL INFORMATION FOR A WEDDING CEREMONY	
DATE & TIME FOR DECORATING	
DATE & TIME FOR REHEARSAL	

I have read the Facility Rentals Policy of the Nova Scotia Highland Village Society as approved by the Board of Trustees 29 January 2011. I am in agreement with the fees and regulations as outlined in the policy and will conduct my event in accordance with the policy.

Signed _____ Date: _____

OFFICE USE ONLY	
BOOKED DATE & TIME	
APPROVED BY & DATE	

CHECKLIST		
EVENT APPROVAL	DATE	NOTES/COMMENTS
50 % Non-refundable booking deposit recieved		
Refundable damage deposit received		
Meeting between HV staff & renter		
Remaining 50% rent paid		
Post Event Inspection by Staff		
Damage deposit returned to renter		