



# REMAX<sup>®</sup>

## Special Events Team

### Cash Request Form

**Requested By:** \_\_\_\_\_

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

REMAX Office: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov.: \_\_\_\_\_

Postal Code: \_\_\_\_\_

OfficeTel.: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date (s):** \_\_\_\_\_

Event Location: \_\_\_\_\_

City: \_\_\_\_\_

Est. Attendance.: \_\_\_\_\_

Public Event: YES \_\_\_\_\_ NO \_\_\_\_\_

Event Contact: \_\_\_\_\_

Event Tel.: \_\_\_\_\_

Cell.: \_\_\_\_\_

email: \_\_\_\_\_

Event Website: \_\_\_\_\_

Other Details: \_\_\_\_\_

Items Requested:	Cost	Requested	Approved
<b><i>Event Day Charge – Per Day – Non Refundable</i></b>	<b><i>\$750.00</i></b>		
Hot Air Balloon Flight (offices only)	\$ 650.00		
Hot Air Balloon Tether – up to 75 Minutes – (3 Helpers Required)	\$ 650.00		
Hot Air Balloon Tether – up to 150 Minutes – (3 Helpers Required)	\$1,250.00		
Static Basket & Burner Display – up to 75 Minutes	\$ 325.00		
Static Basket & Burner Display – up to 150 Minutes	\$ 650.00		
Parade Display – (Helpers Required)	\$ 650.00		
Cold Air Inflatable – Set Up/Take Down – 8'	\$ 325.00		
Cold Air Inflatable – Set Up/Take Down – 18'	\$ 650.00		
Jumping Castle/Slide – (Helpers Required)	\$ 650.00		
Pop Up Tent Set Up/Take Down – 10' x 10'	\$ 325.00		
School Presentation w/Balloon	\$ 650.00		
School Presentation w/o Balloon	\$ 325.00		

**Out of Town Events (Greater than 50km. from closest Multi-Office GA Area)**

	Hotel Room Per Night	\$ 200.00		
	Round Trip Mileage - <i>Ferries/Tolls Additional</i>	\$ 0.85 km		
	Meals and Telephone Expenses Per Day	\$ 150.00		

**Minimum Booking Requirements – if NOT in a MultiCentre, and Your Event is:**

Within 50 km.	Minimum Booking of 1 Day or Minimum Event Booking of:	\$ 1,950.00		
51 km. to 300 km.	Minimum Booking of 2 Day or Minimum Event Booking of:	\$ 3,250.00		
301 km. to 500 km.	Minimum Booking of 3 Day or Minimum Event Booking of:	\$ 6,500.00		
Over 500km.	Minimum Booking of 5 Day or Minimum Event Booking of:	\$13,000.00		

**Important Information:**

Broker/Associate **MUST** supply minimum of 3 helpers.

**Minimum** 4-weeks notice required for bookings.

Security **MUST** be available if above displays are left overnight.

Minimum 7 working days required for all cancellations.

**NO BARBEQUES OR HEATERS ARE ALLOWED IN ANY TENT!**

All repairs and cleaning will be charged to booking person/office.

Additional charges if items are required prior to 09:00 or after 22:00.

*Requests accepted on a First Come/First Serve Basis, based on the availability of the Special Events Team.*

**REMAX Broker/Associate Acceptance:**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

For more information,

**Sundance Balloons**

Tel.: **1-800-IN-FLITE 1-800-463-5483**

Fax: 1-866-206-6316

E-Mail: [lisa@sundanceballoons.com](mailto:lisa@sundanceballoons.com)

Web: [www.specialeventsteam.ca](http://www.specialeventsteam.ca)

*Your signature above indicates acceptance of this estimate and confirmation of your request.*

*\*Only when you receive a written confirmation from Sundance Balloons, will your event be confirmed.*

**Special Events Team Location Information**

Permits Required? (x) \_\_\_\_\_

Letter of Permission Needed (x) \_\_\_\_\_

Is Installation on \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

Field \_\_\_\_\_ Grass \_\_\_\_\_ Asphalt \_\_\_\_\_

Requested      Confirmed

**\* Please note: You must provide a power supply for the inflatable fans \***

**Installation Diagram:** Please provide a simple diagram of installation site and identify power supply location and distance from tents or buildings.  
A diameter of 150 feet is required for all hot air balloon tethers.