



REMAX
Special Events Team
Cash Request Form

Requested By:

REMAX Office: _____

Address: _____

Prov.: _____

Office Tel.: _____

Fax: _____

Event Name: _____

Event Location: _____

Est. Attendance.: _____

Event Contact: _____

Cell.: _____

Event Website: _____

Date: _____

Contact: _____

City: _____

Postal Code: _____

Cell: _____

email: _____

Event Date (s): _____

City: _____

Public Event: YES _____ NO _____

Event Tel.: _____

email: _____

Other Details:

Items Requested:	Cost	Requested	Approved
Event Day Charge - Per Day - Non Refundable	\$750.00		
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 BARBECUES 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

Web: 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)

Yes _____ No _____

Letter of Permission Needed (x)

Yes _____ No _____

Is Installation on

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.

