



**Special Events Team
Request Form**

Requested By:

Date: _____

RE/MAX 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
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 – (3 Helpers Required)	\$ 650.00		
Cold Air Inflatable – Set Up/Take Down – 8’	\$ 325.00		
Cold Air Inflatable – Set Up/Take Down – 21’	\$ 650.00		
Jumping Castle/Slide – (3 Helpers Required)	\$ 650.00		
Pop Up Tent Set Up/Take Down – 10’ x 10’	\$ 325.00		
Inflatable House Set Up/Take Down	\$ 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.

RE/MAX 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@specialeventsteam.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

	Requested	Confirmed
Permits Required? (x)	Yes _____	No _____
Letter of Permission Needed (x)	Yes _____	No _____
Is Installation on	Field _____	Grass _____
		Ashphalt _____

*** 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.