



# Shawnigan Lake Community Centre Facility Use Request

<b>Date of Request:</b>
<b>Contract #:</b>

Name of Organization (if applicable):	
Primary Contact:	<i>Alternate contact person permitted to book for this organization</i>
Contact Phone:	Name of Alternate:
Email:	Phone:
Mailing Address:	Email:
Province:	Postal Code:

**Which room(s) are you interested in?**

<input type="checkbox"/> Multi-purpose	<input type="checkbox"/> Multi-Lounge Combined	<input type="checkbox"/> Dance studio	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Lounge	<input type="checkbox"/> Open wall	<input type="checkbox"/> Gym	<input type="checkbox"/> Lobby

Date(s) of rental:	Time(s):
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Type of Activity/Purpose of Rental:  
*(ex. meeting, family event/special occasion, sporting tournament, workshop, training and education, community event)*

Are participants primarily:  Youth (<18 years)  Adult (19> years)  Mixed # Attendees:

*Note: Insurance may be required* **Office Use:** Insurance required?  No  Yes

Do you plan on serving alcohol?  No  Yes *Note: If yes, a liquor license may be required*

Will you be bringing food in?  No  Yes *Catering services available through Kerry Park Recreation*

<b>Set Up Configuration:</b> <input type="checkbox"/> Chevron <input type="checkbox"/> Rounds <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shape <input type="checkbox"/> Conference/Commission <input type="checkbox"/> Hollow Rectangle <input type="checkbox"/> Hollow Square	<b>Tables &amp; Chairs:</b> 8' x <input style="width: 40px; height: 20px;" type="text"/> 6' x <input style="width: 40px; height: 20px;" type="text"/> Round x <input style="width: 40px; height: 20px;" type="text"/> Card x <input style="width: 40px; height: 20px;" type="text"/> Sm Blue x <input style="width: 40px; height: 20px;" type="text"/> <b>Total # tables required:</b> <input style="width: 40px; height: 20px;" type="text"/> <b>Total # chairs required:</b> <input style="width: 40px; height: 20px;" type="text"/>	<b>Audio / Visual Equipment:</b> <input type="checkbox"/> Projector <input type="checkbox"/> Screen (pull down) <input type="checkbox"/> Screen (portable) <input type="checkbox"/> Microphone (cordless) <input type="checkbox"/> Flipchart <input type="checkbox"/> White Board & Markers <input type="checkbox"/> Extension Cord(s) <input type="checkbox"/> CD Player
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**Additional details:**

**Renters must provide a copy of their third party liability insurance policy with the Cowichan Valley Regional District added as additional insured, in the minimum amount of \$2 million.**