

## Client Needs and Information

Received by (office staff name) \_\_\_\_\_

**Please Help Us Help You!** Take a few minutes and fill out the form below. CLR = Cowichan Lake Recreation

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Contract No. \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ No. of people attending: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Location: \_\_\_\_\_

**1. Will you have liquor at your event?**

Yes  No

**2. You will need to provide a copy of a Special Occasion License (SOL) obtained from the liquor store. Have you done this?**

Yes  No  N/A

**3. Where will your bar be located? N/A**

Upper Hall (Youbou and Centennial)  Main Hall (Mesachie and Honeymoon Bay)  Lower Hall (Youbou and Centennial)   
Multipurpose Room  Other: \_\_\_\_\_

**4. Who will be bartending your bar? N/A**

You (SOL)  CLR Bar   CLR Bartending Service (fees apply ask for details)  
Other: \_\_\_\_\_ Bar Hours: \_\_\_\_\_

**5. Will you be purchasing pop canisters from CLR and using our pop machine?**

Yes  No

**6. If so what flavors do you want? N/A**

Pepsi  Diet Pepsi  7up  Ginger ale

**7. Who will be catering your event?**

N/A  You  CLR Catering  Other: \_\_\_\_\_

*Note: If CLR is catering, fees will be applied to your rental contract. Please ask for details and price quotes.*

**8. If using the Hall Kitchen Facility, will you need any equipment? (refer to Renter's Needs form for availability)**

Yes  No  N/A

**9. You will need 3<sup>rd</sup> party liability insurance in the minimum amount of \$2,000,000 (two million dollars) naming the CVRD as additional insured. Do you want us to provide a quote for you?**

Yes  No  N/A

**10. Based on your quote do you wish to purchase SBC insurance through CLR?**

Yes  No  N/A  Details (office use only): \_\_\_\_\_

**11. Will you need audio or visual equipment from CLR?**

Yes  No

*Note: If you require audio or visual equipment from CLR we will require an additional \$100 minimum damage deposit from you.*

**12. If so check off what components you need.**

- Mic
- Stand
- PA System
- TV
- CD Player
- Flip Chart
- DVD Player
- Star Balls
- Podium
- Screen

**13. Where do you need your audio or visual equipment?**

- Upper Hall (Youbou and Centennial)
- Lower Hall (Youbou and Centennial)
- Other: *(Please be specific)* \_\_\_\_\_
- N/A
- Main Hall (Mesachie and Honeymoon Bay)
- Multi-Purpose Rm.
- Stage

**14. Who will be doing your setup? N/A**

- You
- CLR staff
- Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required for setup, fees will be applied to your rental contract. Please ask for details and price quotes.*

**15. If CLR Facility Staff are doing your setup have you provided a floor plan showing where you want things?**

- Yes
- No

**16. Who will be doing your breakdown? N/A**

- You
- CLR staff
- Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required for breakdown, fees will be applied to your rental contract. Please ask for details and price quotes.*

**17. Have you been given first option for clean-up the following day of your event? N/A**

- Yes
- No
- Date: \_\_\_\_\_ Time given: 6am - 11am

**18. If you require tables and chairs from a facility other than the one you have rented, who will be transporting this equipment to and from the original location? N/A**

- You
- CLR Facility Staff
- Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required to transport equipment, a fee will be applied to your rental contract. Please ask for details and price quotes.*

**19. You are required to provide the office with a damage deposit equal to \$200 per facility. Have you done this? *(Extra damage deposit fees may apply).***

- Yes
- No
- N/A

**You are required to provide the office with a damage deposit for kitchen equipment. Have you done this?**

- Yes
- No
- N/A

**20. Who will be picking up the key to the facility on your behalf?**

- You
- N/A
- Other: \_\_\_\_\_

*Note: keys will be made available to you the day before your start time at the arena office between 9:30 a.m. and 4:30 p.m. If you are renting the Youbou Hall you may have to come to the Youbou Hall office to pick up a key and run through the alarm code process so please make arrangements to do this.*

**21. Are there any other details that you wish CLR staff to assist you with?**

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*Thank you for taking the time to help us help you!*