



# Facility Use Request Form

Courtenay Recreation Lewis Centre, 489 Old Island Highway, Courtenay, BC V9N 3P5

Date of Request:	_____	Facility Requested:	_____
Date Requested:	_____		_____
Hours of Use:	_____	Type of Activity:	_____
Organization:	_____	Phone:	_____
Contact Name:	_____	Business Phone:	_____
Address:	_____	Fax Number:	_____
	_____	Postal Code:	_____
	_____		_____

## Details

**Category:** *Community*      *Private*      *Commercial*

**Number of Guests:** \_\_\_\_\_

### Equipment Required:

Tables \_\_\_\_\_ (#)    Chairs \_\_\_\_\_ (#)    Coffee Urn \_\_\_\_\_

A/V Equipment \_\_\_\_\_

Other \_\_\_\_\_

### Set-Up Required (\$33/hour):

\_\_\_\_\_

\_\_\_\_\_

### Clean-Up Required:

\_\_\_\_\_

### Important Notes - User is responsible for:

1. Any and all damages.
2. Facility left in same condition as when rented.
3. Vacating premises as scheduled.

## Office Use

**NOTE:**  
HST to be applied  
against rent only