



Facility Use Request Form

Courtenay Recreation Filberg Centre, 411 Anderton Avenue, Courtenay, BC V9N 6C6

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:	<i>Community</i>	<i>Private</i>	<i>Commercial</i>
	<input type="checkbox"/> Program	<input type="checkbox"/> Program	<input type="checkbox"/> Program
	<input type="checkbox"/> Assembly	<input type="checkbox"/> Assembly	<input type="checkbox"/> Assembly
	<input type="checkbox"/> Revenue	<input type="checkbox"/> Revenue	<input type="checkbox"/> Revenue

Number of Guests: _____

Equipment Required:

Tables _____ (#) Chairs _____ (#) Coffee Urn _____

A/V Equipment _____

Other _____

Set-Up Required: _____

Clean-Up Required (\$25/hour): _____

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:
GST to be applied
against rent only