



**Courtenay
Recreation**

Facility Use Request Form

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

Facilities: _____ Date/Time Submitted : _____

Rental Date(s) _____ Type of Activity: _____

Requested: _____ Phone: _____
(include day of week)

Hours of Use: _____ Cell Phone: _____

Organization: _____ Contact Name: _____

Address: _____ Contact Email: _____

Authorized Agent: _____
(person signing the permit)

City/Postal Code: _____ Authorized Agent Email: _____

Details

Event Time: _____

Event Description: _____

Number of Guests: _____

Equipment Required: _____

Tables _____ (#) Chairs _____ (#) Coffee Urn _____ A/V Equipment _____

Service Required: *(Only available at Filberg & Native Sons - fee applicable)*

Coffee Service _____ How many people? _____ Time of Service _____

Set-Up: Custodial Set-Up *(fee applicable)* Client Set-Up

	Yes	No
Are You Serving Food to the Public?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have a caterer? <i>(Note: Island Health Operating Certificate)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is alcohol being served? <i>(Note: Liquor Special Events Permit)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be music at your event? <i>(Note: SOCAN/ReSound)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will additional electrical be required?	<input type="checkbox"/>	<input type="checkbox"/>
Will you have any contractors? <i>(ex: event planner, party rentals)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will you be decorating?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be gambling? <i>(including 50/50 raffles)</i> <i>(Note: Gambling Licence)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use

Approved by: _____

User Type:

Non-Profit - MSI

Non-Profit - Adult

Gov't/School Dist.

Community User

Private User

Commercial User

Event Type: _____

Tentative Booking:

Yes No

Done:

Liability Insurance Required:

Yes No

Form Accepted By: _____