



**Courtenay  
Recreation**

# Facility Use Request Form

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

Facilities: \_\_\_\_\_ Date/Time Submitted : \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Requested: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(include day of week)*

Hours of Use: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## Details

### Category:

Non-Profit - MSI  Non-Profit - Adult  Gov't/School Dist.

Community User  Private User  Commercial User

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

**Event Type:** \_\_\_\_\_

### Equipment Required:

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

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

Other \_\_\_\_\_

**Set-Up** (details if yes): \_\_\_\_\_

\_\_\_\_\_

	<b>Yes</b>	<b>No</b>
Liability Insurance: <i>(Note: 2 million liability insurance)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are You Serving Food:	<input type="checkbox"/>	<input type="checkbox"/>
Catered: <i>(Note: VIHA Operating Certificate)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Served: <i>(Note: Liquor Special Events Permit)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Music (Re: Socan)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical:	<input type="checkbox"/>	<input type="checkbox"/>
Party Rental Company:	<input type="checkbox"/>	<input type="checkbox"/>
Will you be decorating?:	<input type="checkbox"/>	<input type="checkbox"/>

## Office Use

Approved by: \_\_\_\_\_

**Call Taken By:** \_\_\_\_\_

Tentative Booking:

Yes No  
Done: