



**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: \_\_\_\_\_ 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:** \_\_\_\_\_