



Kerry Park Recreation Centre Facility Use Request

Date of Request:

Name of Organization (if applicable):		
Primary Contact:		<i>Alternate contact person permitted to book for this organization</i>
Contact Phone:		Name of Alternate:
Email:		Phone:
Mailing Address:		Email:
Province:	Postal Code:	

Which meeting/event facility are you interested in?			
<input type="checkbox"/> Kerry Park Arena	<input type="checkbox"/> Kerry Park meeting room	<input type="checkbox"/> Mill Bay Hall	<input type="checkbox"/> Sports Fields
<input type="checkbox"/> Kerry Park Curling Rink	<input type="checkbox"/> Denis McLean Room <input type="checkbox"/> Social Lounge	<input type="checkbox"/> Mill Bay Board Room	<input type="checkbox"/> Pickleball Courts (tournament only)

Date(s) of rental:
Time(s):
Purpose of rental: <i>(ex. meeting, family event/special occasion, sporting tournament, workshop, training and education, community event)</i>
Are your participants primarily: <input type="checkbox"/> Youth (<18 years) <input type="checkbox"/> Adult (19> years) <input type="checkbox"/> Mixed
Number of anticipated attendees:

Do you plan on serving alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>*If yes, a liquor license may be required depending on location</i>
Do you need catering? <input type="checkbox"/> No <input type="checkbox"/> Yes For information on our catering services contact: <i>Jorja Melendez-Duke at jorja.melendez-duke@cvrd.bc.ca or 250.743.5922 ext. 3705.</i>

Setup Configuration: <input type="checkbox"/> Classroom <input type="checkbox"/> Banquet with round tables <input type="checkbox"/> Theatre <input type="checkbox"/> Banquet with rectangle tables <input type="checkbox"/> U-Shape <input type="checkbox"/> Clear room (no tables or chairs) <input type="checkbox"/> Hollow Square	Audio / Visual Equipment: <input type="checkbox"/> TV <input type="checkbox"/> Flipchart Stand <input type="checkbox"/> Projector and screen <input type="checkbox"/> Large White Board <input type="checkbox"/> Microphone <input type="checkbox"/> Portable White Board <input type="checkbox"/> Podium/Lectern
Additional details:	

Renters must provide a copy of their third party liability insurance policy with the Cowichan Valley Regional District added as additional insured, in the minimum amount of \$2 million.

Sporting groups please complete the following:

Season start date:	Season end date:
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Date(s) requested for use:

Mon	Date(s):	Time(s):
Tues	Date(s):	Time(s):
Weds	Date(s):	Time(s):
Thurs	Date(s):	Time(s):
Fri	Date(s):	Time(s):
Sat	Date(s):	Time(s):
Sun	Date(s):	Time(s):

Please note anything specific to your activity, such as number of curling sheets or ball diamonds, if you'll charge for admission:

Tournament / Bonspiel / Shorty:

Date(s):	Time(s):

Other requests and comments:
