

# Recreation Services

3310 37<sup>th</sup> Avenue, Vernon, B.C. V1T 2Y5

Facility Bookings: 250-550-3678

Return completed form to: [bookings@vernon.ca](mailto:bookings@vernon.ca)



## Gymnasium Booking Request Form

<b>Contact Name:</b>		<b>Organization (if applicable):</b>	
<b>Full Address:</b>		<b>Event Name (if applicable):</b>	
		<b>Number of Participants:</b> <input type="text"/> <b>YOUTH</b> 0-18 years <input type="text"/> <b>ADULT</b> 19+ years	
<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Business Phone:</b>	
<b>Email:</b>		<b>Type of Rental:</b>	
<b>Alternate Contact:</b>		<b>Phone:</b>	
<b>Dogwood Gym</b> <input type="checkbox"/> <b>3310-37 Avenue</b>		<b>Priest Valley Gym</b> <input type="checkbox"/> <b>3409-35 Avenue</b>	
Elementary School Size Gym (42ft by 84ft) *Clean indoor shoes required*		High School Size (double) Gym (81ft by 106ft) *Clean indoor shoes required* *No food or drink allowed*	
<b>Dates requested (a minimum of 3 business days' notice is required for all rental requests):</b>			
<b>Start Date:</b>	<b>Event Start time:</b>	<b>Setup time:</b>	
<b>End Date:</b>	<b>Event End time:</b>	<b>Tear down time:</b>	
<b>Alternate Dates or Times:</b>			
Check the website for availability at <a href="#">Bookings &amp; Rentals   City of Vernon</a>		For Bouncy Castle Birthday Party Packages go to <a href="#">Programs &amp; Activities</a> *Limited weekends available for these bookings*	
<b># of chairs:</b>	<b># of 5 ft of round tables:</b>	<b># of 6 ft rectangle tables:</b>	<b># of 8 ft rectangle tables:</b>
<b>For birthday party rentals please select one of the following:</b> <b>Volleyball</b> <input type="checkbox"/> <b>Basketball</b> <input type="checkbox"/> <b>Floor hockey</b> <input type="checkbox"/> <b>Bag of randoms balls</b> <input type="checkbox"/> (for younger children)			
<b>Additional notes or requests:</b>			

- A certificate of insurance in the amount of \$2 million liability is required for all bookings, listing the City of Vernon 3400 30th Street Vernon, BC V1T 5E6 as an additional insured
- No Confetti or Helium balloons allowed inside the building
- Bouncy Castle CANNOT be rented separately from the Birthday Party Package