

# Recreation Services

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

250-550-3257 Fax: 250-550-3705

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

Office Use Only:

Contract # \_\_\_\_\_

Signed

Paid

Insured

## Gymnasium Request to Book Form

<b>Contact Name:</b>	<b>Type of Activity:</b>
<b>Organization</b> (if applicable):	<b>Event Name</b> (if applicable):
<b>Email:</b>	<b>Number of Participants:</b> <input type="checkbox"/> <b>YOUTH</b> (0-18 years) <input type="checkbox"/> <b>ADULT</b> (19+ years)
<b>Address</b> (incl. City and Postal Code):	
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Alternate Contact:</b>	<b>Phone:</b>

<b>Dogwood Gym 3310-37 Avenue</b>				<b>Priest Valley Gym 3409-35 Avenue</b>			
Elementary School Size Gym (42ft by 84ft) *Can be used for banquets* *Clean indoor shoes required*				High School Size (double) Gym (81ft by 106ft) *No food or drink allowed* *Clean indoor shoes required*			
<b>Dates requested</b>				<b>Dates requested</b>			
Start Date:		End Date:		Start Date:		End Date:	
Start Time (including set-up):		End Time (including take-down):		Start Time (including set-up):		End Time (including take-down):	
Check Availability		Check the website for availability at <a href="#">Bookings &amp; Rentals</a>   <a href="#">City of Vernon</a>					

Chairs How many	Tables How many	5'round 8'rectangle 6' rectangle	# of Participants	For Bouncy Castle Birthday Party Packages go to <a href="#">Programs &amp; Activities</a>	Additional Comments/Requests/Information

A certificate of insurance in the amount of \$2 million is required for all bookings and needs to list the following:		
City of Vernon 3400 30 <sup>th</sup> Street Vernon, BC, V1T 5E6	District of Coldstream 9901 Kalamalka Road Coldstream, BC, V1B 1L6	Regional District of North Okanagan 9848 Aberdeen Road Coldstream, BC, V1B 2K9

