

Recreation Services

3310 37th Avenue, Vernon, B.C. V1T 2Y5

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

Return completed form to: bookings@vernon.ca

Facility Booking Request Form

Organization:		Event Name:	
Type of Activity:		Contact:	
Address:		City & Postal Code:	
Email:			
Bus. Phone:	Home Phone:	Cell Phone:	
Alternate Contact:		Phone:	

Area Requested					
Creekside Conference Centre			Sunset Room		Sunrise Room
Main Floor Only			Curling Rink		Willow Room
Kitchen			Dogwood Gym		Other
Dates Requested					
Start Date:			Start Time:		
End Date:			End Time:		
Attendance:					

Additional Equipment/Requests/Information

Chairs How many	Tables How many	5'round 8'rectangle 6' rectangle	Risers	Serving Alcohol*	Vendors	Recorded Music	Dancing	Charging admission	Insurance Own ours	

*we require a copy of Liquor License

Additional Notes: ie. Projector needed, floor dropped, special set up instructions

A Certificate of Insurance in the amount of \$2 million is required for all bookings. The additional insured needs to be:

City of Vernon
3400 30th Street
Vernon, B.C. V1T 5E6

District of Coldstream
9901 Kalamalka Road
Coldstream, B.C. V1B 1L6

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, B.C. V1B 2K9

Office Use: Received: _____

Contract: _____