

# Recreation Services

3445 – 43<sup>rd</sup> Avenue, Vernon, BC V1T 8P5

250-550-3257 Fax: 250-542-5708

Return completed form to: abookings@vernon.ca



## Facility Booking Request Form

<b>Organization:</b>		<b>Event Name:</b>	
<b>Type of Activity:</b>		<b>Contact:</b>	
<b>Address:</b>		<b>City &amp; Postal Code:</b>	
<b>Email:</b>			
<b>Bus. Phone:</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Alternate Contact:</b>		<b>Phone:</b>	

**Area Requested:** Please use separate form for each facility.

<b>Kal Tire Place:</b> <input type="checkbox"/> Ice Surface <input type="checkbox"/> Dry Floor <input type="checkbox"/> Concourse <input type="checkbox"/> Overtime Room <input type="checkbox"/> Training Room	<b>Kal Tire Place North:</b> <input type="checkbox"/> Ice Surface <input type="checkbox"/> Dry Floor <input type="checkbox"/> Civic Room <input type="checkbox"/> Crossover Room <input type="checkbox"/> Breakaway Room <input type="checkbox"/> Parking Lot, north	<b>Priest Valley Arena</b> <input type="checkbox"/> Ice Surface <input type="checkbox"/> Dry Floor <input type="checkbox"/> Off Ice Room <input type="checkbox"/> Priest Valley Gym	<b>Centennial Outdoor Arena</b> <input type="checkbox"/> Ice Surface <input type="checkbox"/> Dry Floor
--	--	---	---

<b>Dates Requested:</b>			
Date:		Start Time:	End Time:
Date:		Start Time:	End Time:
Date:		Start Time:	End Time:

### Additional Equipment/Requests/Information:

- More than 1 dressing room per team
- Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_
- Charging admission
- Adults: would like to see alcohol service if available
- Holding a raffle or draw; copy of gaming permit must be submitted before event
- Food/beverage quote or concession open? \_\_\_\_\_
- Outside vendors: what products/services? \_\_\_\_\_

<b>Comments:</b>

No outside food or drink allowed. Please request a quote if required. No helium balloons or confetti allowed inside the building.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use:** Received: \_\_\_\_\_

Contract: \_\_\_\_\_