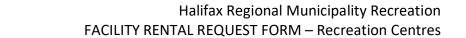


Room:

Halifax Regional Municipality Recreation FACILITY RENTAL REQUEST FORM – Recreation Centres

Select applicable season for request:	Fall 🗀	winter \square	Spring □	Summer \square	ournament \square		
RENTER INFORMATION							
Group/Organization Name:		Type of Organization: Non-Profit Corporate Other					
Contact Name(s):		Email Address:					
Address:	Primary Phone Number:						
City: Province Postal Code:		Cell Phone Number:					
RENTAL DETAILS							
Event Name / Activity / Description:		Type of Event: Sport □ Tournament □ Meeting □ Community □ Special □ Party □ Fundraiser □ Wedding □ Other □					
Is Event for: Adult ☐ Youth (18 years and under) ☐		Estimated Number of Participants (including spectators): Will Spectators be Charged? Yes □ No □					
Will there be music? Yes □ No □ Will there be dancing? Yes □ No □		Have you booked a Municipal Facility for this event in previous years? Yes □ No □ If Yes, which facilities?					
Additional items required: Chairs □ Qty: Enter # Tables □ Qty: Enter # Other: (Please list)	Special Requests or Comments:						
FACILITY REQUEST INFORM	IATIOI	N					
1.	Day	Start Time	End Time	Start Date	End Date		
Facility: Room:	_						
2.	Day	Start Time	End Time	Start Date	End Date		
Facility:							
Room:	1						
3.	Day	Start Time	End Time	Start Date	End Date		
Facility:							

Version 2.3 Page 1 | 2





Should the locations/times you are requesting above are not available, please indicate below any alternative locations, dates and times you would be interested in.								
Alternative Requests	Day	Start Time	End Time	Start Date	End Date			
·	,							
Notes/Additional Requests:								
SPECIAL EVENT INFORMATION (St.Mary's Boat Club, Lebrun Lion's Den, North Preston CC Only)								
Will you be providing bar service at this event?			Will the event be catered?					
Yes □ No □			Yes □ No □ If yes, provide caterer's name:					
		11 yes, p	ovide cater	ci s ilailic.				
Who will be providing the bar service?			ere be music					
HRM Facility □ *Note: not all facilities offer their own bar service.			Will there be dancing? Yes □ No □ Will neither be provided? Yes □ No □					
Renter	vice.	will nei	tner be prov	riaea? Yes 🗆	No □			
Renter must obtain a Special Occasion Liquor	Licence an	nd						
the alcohol. Caterer □ Provide caterer's liquor licen	ce:							
The state of the s								
A security / damage deposit is required a			-	Club □ \$300				
time of booking. Please select the requested location:			Lebrun Lion's Den					
location: North Preston Community Centre \$200								

Version 2.3 Page 2 | 2