

Select applicable season for request:    Fall     Winter     Spring     Summer     Tournament

## RENTER INFORMATION

<b>Group/Organization Name:</b>	<b>Type of Organization:</b> Non-Profit <input type="checkbox"/> Corporate <input type="checkbox"/> Other <input type="checkbox"/>	<b>Joint Stocks #:</b> <input type="text"/>
<b>Contact Name(s):</b>	<b>Email Address:</b>	
<b>Address:</b>	<b>Primary Phone Number:</b>	
<b>City:</b>	<b>Cell Phone Number:</b>	
<b>Province</b> <b>Postal Code:</b>		

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## RENTAL DETAILS

<b>Event Name / Activity / Description:</b>	<b>Type of Event:</b> Sport <input type="checkbox"/> Tournament <input type="checkbox"/> Meeting <input type="checkbox"/> Community <input type="checkbox"/> Special <input type="checkbox"/> Party <input type="checkbox"/> Fundraiser <input type="checkbox"/> Wedding <input type="checkbox"/> Other <input type="checkbox"/>
<b>Is Event for:</b> Adult <input type="checkbox"/> Youth (18 years and under) <input type="checkbox"/>	<b>Estimated Number of Participants (including spectators):</b>  <b>Will Spectators be Charged?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Will there be music?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Will there be dancing?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Have you booked a Municipal Facility for this event in previous years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which facilities?
<b>Additional items required:</b> Chairs <input type="checkbox"/> Qty: <input type="text"/> Tables <input type="checkbox"/> Qty: <input type="text"/> Projector <input type="checkbox"/> Score Clock <input type="checkbox"/> Other: (Please list)	<b>Special Requests or Comments:</b>

## FACILITY REQUEST INFORMATION

1.	Day	Start Time	End Time	Start Date	End Date
<b>Facility:</b>					
<b>Room:</b>					
2.	Day	Start Time	End Time	Start Date	End Date
<b>Facility:</b>					
<b>Room:</b>					
3.	Day	Start Time	End Time	Start Date	End Date
<b>Facility:</b>					
<b>Room:</b>					

**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 Banquet Hall, North Preston CC Only)

<p><b>Will you be providing bar service at this event?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Will the event be catered?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, provide caterer’s name:</b></p>
<p><b>Who will be providing the bar service?</b> HRM Facility <input type="checkbox"/> <i>*Note: not all facilities offer their own bar service.</i> Renter <input type="checkbox"/> <i>Renter must obtain a Special Occasion Liquor Licence and the alcohol.</i> Caterer <input type="checkbox"/> <b>Provide caterer’s liquor licence:</b></p>	<p><b>Will there be music?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Will there be dancing?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Will neither be provided?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>A security / damage deposit is required at the time of booking. Please select the requested location:</b></p>	<p>St. Mary’s Boat Club <input type="checkbox"/> \$300 Lebrun Banquet Hall <input type="checkbox"/> \$200 North Preston Community Centre <input type="checkbox"/> \$200</p>