Facility reservation request

Please fill in one form per booking and return it to the office. Your booking is not confirmed until we contact you.

Questions marked * are required.

Completed by _____ Date _____

1 Who is asking

Why we ask: So we know who is asking and how to reach you about the date.

1. **Your full name ***

_____

2. **Group or organization (if any)**

_____

3. **Email ***

_____

4. **Phone ***

_____

5. **Do you live in [town]? ***

Tick one.

◯ Yes ◯ No

2 What you'd like to book

Why we ask: So we can check the calendar and make sure the space fits your group.

6. **Which space? ***

Tick one.

◯ Pavilion
◯ Community room
◯ Gym
◯ Kitchen
◯ Other

If you chose “Other” in question 6.

7. Which other space?

8. Date you'd like *

9. Backup date (optional)

10. Start time, including setup *

11. End time, including cleanup *

12. How many people do you expect? *

13. What's the event? *

Birthday party, club meeting, fundraiser

3 Setup and extras

Why we ask: So the space is ready when you arrive.

14. What will you need?

Tick all that apply.

- ☐ Tables and chairs
- ☐ Kitchen
- ☐ Projector or screen
- ☐ Microphone
- ☐ Electricity
- ☐ Nothing extra

15. **Will there be food or drinks? ***

Tick one.

- ◯ No
- ◯ Yes, food and soft drinks
- ◯ Yes, including alcohol

If you chose “Yes, food and soft drinks” in question 15 or you chose “Yes, including alcohol” in question 15.

16. **Tell us about the food and drinks**

Who is serving it and whether it is catered.

17. **Will you charge admission or sell anything? ***

Tick one.

◯ No ◯ Yes

If you chose “Yes” in question 17.

18. **What will you charge or sell?**

4 Insurance

Why we ask: Some bookings need proof of insurance. We'll tell you if yours does.

19. **Do you have a certificate of liability insurance for this event?**

Tick one.

- ◯ Yes, I'll upload it
- ◯ I'll send it later
- ◯ I'm not sure if I need one

If you chose “Yes, I'll upload it” in question 19.

20. Upload your certificate

A PDF or a photo works.

Attach your certificate

5 Rules and signature

Why we ask: So we have the name and signature of the person responsible for the booking.

> **Please read the facility rules before you sign: [link to your rules].**

21. Rules *

Tick to confirm.

☐ I have read the facility rules and agree to follow them

22. Full name of the person responsible *

23. Signature *

Signature

24. Date *

Request received

Thanks! We'll check the calendar and email you to confirm. Your date isn't booked until you hear from us.