

# Port Alice Recreation Room Rental Details

**ROOM BOOKING  
FORM**

Event: \_\_\_\_\_

Event date: \_\_\_\_\_ Contact: \_\_\_\_\_

Event time: \_\_\_\_\_ Phone: \_\_\_\_\_

**Room:**

**Additional Info:**

Community Centre	Gym	
	Boardroom (Larry Pepper)	
	Computer Room (Alex MacLeod)	
	Room 101	
	Room 102	
	Room 103	
	Kitchen	
SeaVAC	Multi-purpose	
	Home-Ec	
	Seniors	

Set-up (additional fees apply):

No  Yes

Tables	
Chairs	
Screen	
DVD/VHS	
Projector	

Clean-up required?

No  Yes

**Billing Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Do after-hours charges apply?

No  Yes

Is the renter aware of total approximate cost?

No  Yes

Booked by: \_\_\_\_\_

Date booked: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Date confirmed: \_\_\_\_\_

Copy sent to: CC  VO  Date: \_\_\_\_\_