

Port Alice Recreation Room Rental Details

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

Clean-up required?

No Yes

Tables	
Chairs	
Screen	
DVD/VHS	
Projector	

Billing Information

Name: _____

Do after-hours charges apply?

Address: _____

No Yes

PO Box: _____

Postal Code: _____

Is renter aware of total approximate cost?

Email: _____

No Yes

Booked by: _____

Confirmed by: _____

Date booked: _____

Date confirmed: _____

Copy sent to: CC VO Date: _____