



COMOX COMMUNITY CENTRE

FACILITY USE REQUEST FORM

Please complete this request form and return to the Comox Community Centre or email to our Facility Booking Clerk, Colleen Chestnut: cchestnut@comox.ca

Today's Date:	_____	Organization Name:	_____
Date Requested:	_____	Main Contact Name:	_____
Room Requested:	_____	Phone:	_____
Rental Start/End Time:	_____	Business Phone:	_____
Event Start/End Time:	_____	Email:	_____
Number of Guests:	_____	Type of Event	_____

DETAILS

Rate Category (check):	Non-Profit	Private	Commercial
Non-profit number: (required for non-profit rate):	_____		
Name of caterer (if applicable):	_____		
Will you be serving alcohol:	Yes	No	
Liquor permit number (if applicable):	_____		
Do you have insurance (if serving alcohol)?	Yes	No	
Will music be played at your event?	Yes	No	

IMPORTANT NOTE:

If you will be serving alcohol on Town of Comox property, you must provide proof of a liquor permit as well as \$2,000,000 liability insurance (which includes alcohol liability) and names the Town of Comox as an "Additional Insured". For more information on applying for a liquor permit, please visit: <https://specialevents.bcldb.com/>. For more information on special event liability insurance, please visit: <https://www.palcanada.com/en/special-events-liability>

User is responsible for:

1. All terms set out in the License to Use Contract
2. Obtaining all required Licenses and Permits
3. Vacating premises as scheduled
4. Any additional janitorial fees which may apply
5. Any after hours fees which may apply

* Please complete pages 2 and 3 for any equipment and set-up requirements

**Please check equipment needed and
indicate the number required where applicable (i.e., 20 Chairs):**

IMPORTANT NOTES:

- If you are using a caterer, it is expected that they supply and clean their own dishes.
- If you require the use of our dishes, there will be an additional janitorial cost of \$35/hr for cleaning
- If the caterer would like to use and clean our dishes, the commercial kitchen must be added to your rental

___ Round Tables	___ TV	___ Dinner Plates
___ Rectangular Tables	___ DVD Player	___ Side Plates
___ Chairs	___ Stereo	___ Coffee Cups
___ Stage	___ Power Point Projector	___ Forks
___ Podium	___ PA System	___ Knives
___ Flip Chart	___ Kettle	___ Salad Forks
___ White Board	___ Coffee Urn (50 cup)	___ Tablespoons
___ Dry Erase Markers	___ Coffee Urn (100 cup)	___ Teaspoons

Additional equipment required:

___ Floor Hockey	___ Pickle Ball Set	___ Volley Ball/Net
___ Walley Ball	___ Disc Golf	___ Bull Horn
___ Gym Balls	___ Mats	___ Hoola Hoops

Room Layouts

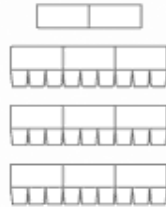
The following layouts are the most commonly used for meetings and banquets.

However, we will be pleased to assist or make other recommendations, should you require a special layout tailored towards your presentation or function.

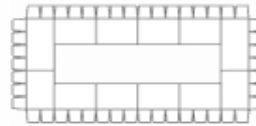
Theatre



School



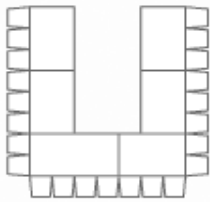
Hollow Square



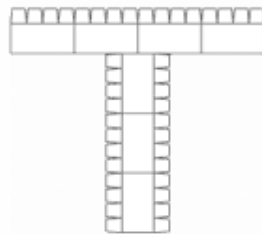
Boardroom



U Configuration



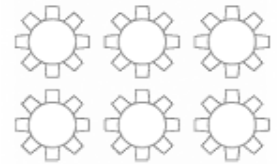
T Configuration



Semicircular Round Tables (5)



Semicircular Round Tables (9)



Additional Notes: