



Comox Community Centre Facility Use Request Form

Please complete request form and submit to Comox Community Centre at info@comox.ca
or in person at 1855 Noel Ave, Comox BC, V9M 2H4

Today's Date:	_____	Contact Name:	_____
Date Requested:	_____	Phone:	_____
Room Requested:	_____	Business Phone:	_____
Hours of Use:	_____	Fax:	_____
Type of Event:	_____	Email:	_____
Organization Name:	_____	Address:	_____
	_____		_____
Number of Guests:	_____	Postal Code:	_____

Details

Category: *Non-profit Private Commercial*

Name of Caterer (if applicable) _____

Special Set-up Requirements: _____

After Hours Use Required (please check)

Important Notes

- If you are using a caterer, it is expected that they supply and clean their own dishes. If you prefer to use our dishes and have the custodian clean them, there will be an additional janitorial cost of \$35/hr.
- 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

Office Use

Note:
GST to be applied
against rental only

Comox Community Centre 1855 Noel Ave
250-339-2255 - info@comox.ca - www.comox.ca

Comox Community Centre Facility Rental Needs

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

___ Power Point Projector	___ Stage	___ Dinner Plates (650)
___ Overhead Projector	___ Round Tables	___ Side Plates (350)
___ TV	___ Rectangular Tables	___ Saucers (330)
___ DVD Player	___ Chairs	___ Coffee Cups (330)
___ PA System (headset or hand held)	___ Coffee Urn (100 cup)	___ Forks (330)
___ Podium	___ Coffee Urn (50 cup)	___ Knives (330)
___ Flip Chart	___ Kettle	___ Salad Forks (330)
___ White Board	___ Water Jug (max 4)	___ Tablespoons (330)
___ Dry Erase Markers	___ Glasses (max 36)	___ Teaspoons (330)
___ Stereo (Ipod only)		
___ Stereo (CD or Ipod)		

Additional equipment required:

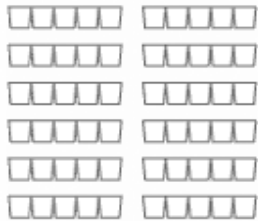
___ Floor Hockey	___ Pickle Ball Set	___ Volley Ball/Net
___ Walley Ball	___ Disc Golf	___ Bull Horn
___ Gym Balls	___ Mats	___ Hoola Hoops

Room Layouts

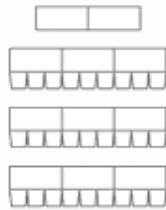
The following layouts are the most commonly used for meetings and banquets.

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

Theatre



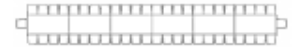
School



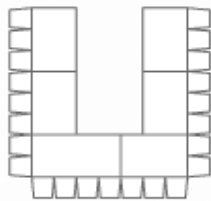
Hollow Square



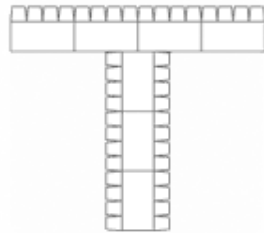
Boardroom



U Configuration



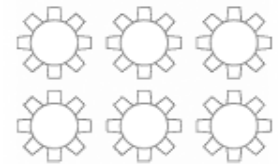
T Configuration



Semicircular Round Tables (5)



Semicircular Round Tables (9)



Additional Notes: