



Comox Community Centre Facility Use Request Form

<u>MARINA PARK</u>			
<u>SPINNAKER AND GENOA BUILDINGS</u>			
<ul style="list-style-type: none"> Available for rent 7 days a week from 9:00am-9:00pm Extended hours may be approved by the Town of Comox Recreation Department upon request Maximum seating capacity per building: 32 Rooms come equipped with: chairs (32), square tables (10), fridge, stove, sink and washroom The buildings do not have: Wi-Fi, conferencing equipment, kitchen supplies or dishes User is responsible for all set-up and clean-up (including garbage and recycling) Key may be picked up at the Comox Community Centre the day of the rental (earlier pick up may be arranged where required) For more information or to check availability, please contact Colleen Chestnut at CChestnut@comox.ca or phone 250-339-2255 			
RENTAL RATES			
	Commercial	Private	Registered Non-Profit
Hourly Rate (Rentals 4 hrs or less)	\$30	\$25	\$20
Day Rate (Rentals 5 hrs or more)	\$190	\$175	\$130

Please complete the below form and submit to the Town of Comox Recreation Department at CChestnut@comox.ca or in person at the Comox Community Centre, 1855 Noel Ave, Comox, BC V9M 2H4			
Today's Date:		Contact Name:	
Date Requested:		Phone:	
Event Start/End Time:		Business Phone:	
Rental Start/End Time:		Email:	
Room Requested:	Spinnaker <input type="checkbox"/>	Mailing Address:	
	Genoa <input type="checkbox"/>		
	Both <input type="checkbox"/>		
Registered non-profit number (if requesting non-profit rental rate):			
User is responsible for: <ol style="list-style-type: none"> 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 or lost key fees which may apply 			<u>Office Use</u>