



## Comox Community Centre Facility Use Request Form

### MARINA PARK SPINNAKER AND GENOA BUILDINGS

- Maximum capacity per building: 32 (set by Fire Marshal)
- Rooms come equipped with: chairs (32), square tables (10), fridge, stove, sink and washroom
- Rooms are equipped with password protected WiFi
- The buildings do not have: conferencing equipment, kitchen supplies or dishes
- User is responsible for all set-up and clean-up (including garbage and recycling)
- Full payment is due at the time of booking. In the event of cancellation (up to 24 hrs in advance of rental), the rental fee will be refunded, minus a 25% non-refundable deposit.
- Key may be picked up a half hour prior to rental start time at the Comox Community Centre. A lost key charge of \$250 will be applied to any unreturned keys.
- If your rental starts or ends outside of regular Community Centre business hours, early pick-up/late drop-off of the key may be arranged.

**IMPORTANT:** If you plan to serve alcohol in the buildings, you will need to apply for a liquor permit. The following link will provide information on this: [Liquor Permit](#). You will also need to provide proof of \$2 million liability insurance which names the Town of Comox as "additional insured". Here is a link for PAL Insurance Brokers, who provide Special Events Liability: [Special Event Insurance](#). You can also check with your insurance provider to see what is available.

**For more information or to check availability, please contact  
Colleen Chestnut at [CChestnut@comox.ca](mailto:CChestnut@comox.ca) or phone 250-339-2255**

#### RENTAL RATES

	Commercial	Private	Registered Non-Profit
<b>Hourly Rate (Rentals 4 hrs or less)</b>	\$30	\$25	\$20
<b>Day Rate (Rentals 5 hrs or more)</b>	\$190	\$175	\$130

**Please complete the below form and submit to the Town of Comox Recreation Department  
at [CChestnut@comox.ca](mailto: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:	
Rental Start Time:		Business Phone:	
Rental End Time:		Email:	
Room Requested:	Spinnaker <input type="checkbox"/>	Mailing Address:	
	Genoa <input type="checkbox"/>		
	Both <input type="checkbox"/>		
Type of Event:		Will alcohol be served:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of Participants:		Will music be played:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rate Category (check):	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Private <input type="checkbox"/> Commercial		
Non-Profit Number:	_____ (Required for non-profit rate)		