



Windsor Pavilion Room Rental Request Form

*This form should be completed at least two weeks prior to the event.

Contact Person: _____

Phone: _____ Email: _____

Individual/Organization: _____

Address: _____

Room(s): _____

Requested Date: _____

Start Time: _____ End Time: _____

Number of People: _____

Number of Tables

of 5 foot round tables: _____ (Seats 8-10 max per table)

of 6 foot rectangular tables: _____ (Seats 6-8 max per table)

of 3 foot card tables: _____ (Seats 4 max per table)

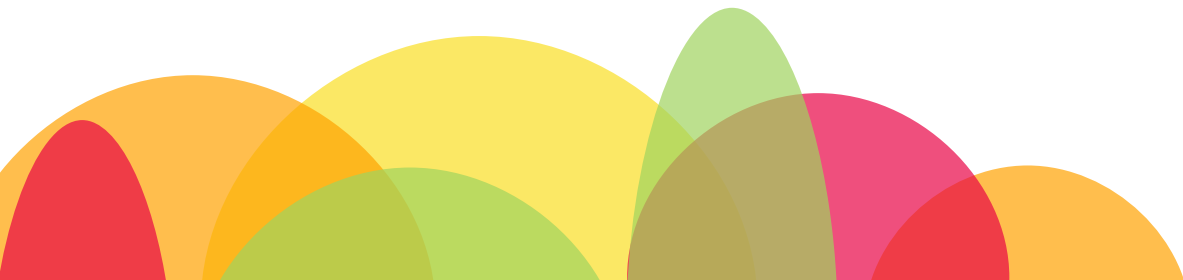
of chairs: _____

Set up Details: For example: Conference style; classroom style; theatre style; horseshoe; square, circle. (Please carefully diagram room set-up on reverse of this form).

Please check what is required for presentations:

25" TV VCR & DVD Combo (\$33.65)	Yes	No
Portable Sound System & Microphone (\$16.55)	Yes	No
Flip Chart (no paper and pens) (\$7.45)	Yes	No
Lecturn (\$10.20)	Yes	No
Projector Screen (\$10.60)	Yes	No
LCD Projector and Screen (\$33.15) Sports Room Only	Yes	No
BBQ (6 burner, 48") Rental/cleaning (\$36)	Yes	No

Note: Renters are required to bring their own laptop and mac adapters if applicable.



Please sketch the specific set-up for the room that you are reserving, noting the location of the tables/chairs and any other specific requirements, (e.g. Lecturn, Flip Chart).



Please scan your completed form to hroberts@oakbay.ca
If you have questions please call 250-592-7275.

RENTAL INFORMATION:
Heather Roberts, Parks Clerk
Phone: 250-592-7275
email: hroberts@oakbay.ca

