



## Monterey Room Rental Request

\*This form should be completed at least two weeks prior to the event. Please send your completed form to **lcobus@oakbay.ca**. If you have questions, please call 250-370-7303.

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Nature of Rental (i.e. social, strata meeting, not for profit, etc.): \_\_\_\_\_

Requested Date: \_\_\_\_\_

Booking Start Time: \_\_\_\_\_ Booking End Time: \_\_\_\_\_

Type of Booking (i.e. meeting, presentation, party, etc.): \_\_\_\_\_

Number of People: \_\_\_\_\_

Please check what is required for the booking:

TV

Lectern

Microphone

Projector

Screen

Whiteboard

Other: \_\_\_\_\_

Note:

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

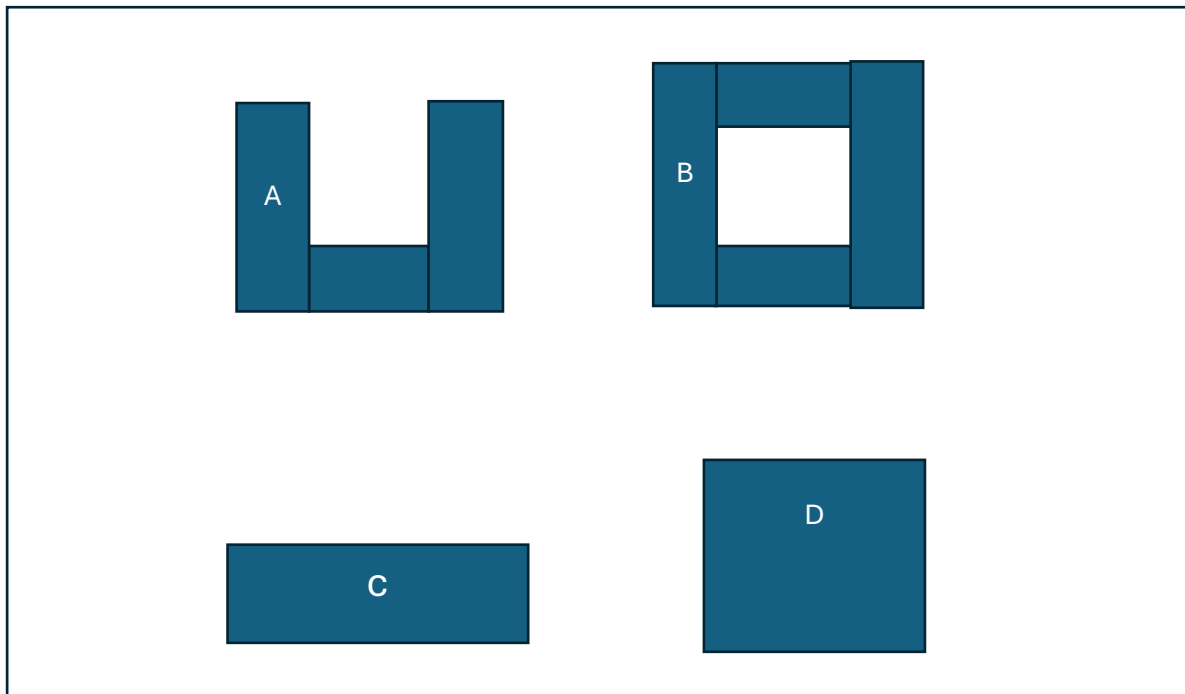
Interested in Food Service options?

Yes

No

Additional Notes:

Please select option A, B, C or D below for table set up:\_\_\_\_\_



**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for marketing and communications in relation to Parks, Recreation, Arts and Culture and the District of Oak Bay. Questions can be directed to the District's Privacy Officer at 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, or 250-598-3311, or [foi@oakbay.ca](mailto:foi@oakbay.ca).