

Windsor Pavilion Room Rental Request

*This form should be completed at least two weeks prior to the event. Please send your completed form to bookings@oakbay.ca.

Facility Request: Sports Room _____ Meeting Room _____ Rotary Hall _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Organization (if applicable): _____

Nature of Rental i.e. social, strata meeting, etc. (Note: Only non-profit events/organizations permitted)

Requested Date: _____

Rental Start Time: _____ Rental End Time: _____

Number of People: _____

Will you be serving alcohol? Yes ___ No ___

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: _____

Please check what is required for presentations if applicable: (Additional fees required, please see website for pricing).

*Note: Renters are required to bring own device and adaptors if applicable.

Portable sound system & microphone _____

Flip chart stand (no paper or pens) _____

Lectern _____

LCD Projector & Screen (Sports Room only) _____

BBQ (6 burner, 48") – rental & cleaning _____
(Rotary Hall only)

See next page for set-up details

Set-up Details: i.e. conference style, classroom style, theatre style, horseshoe, square, circle, etc.

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

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a room layout. The box is oriented vertically and occupies the central portion of the page.

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 administrative purposes 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.