

Monterey 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: Dogwood Room Pine Room Bamboo Room Cedar Room

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Organization (if applicable): _____

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

Requested Date: _____

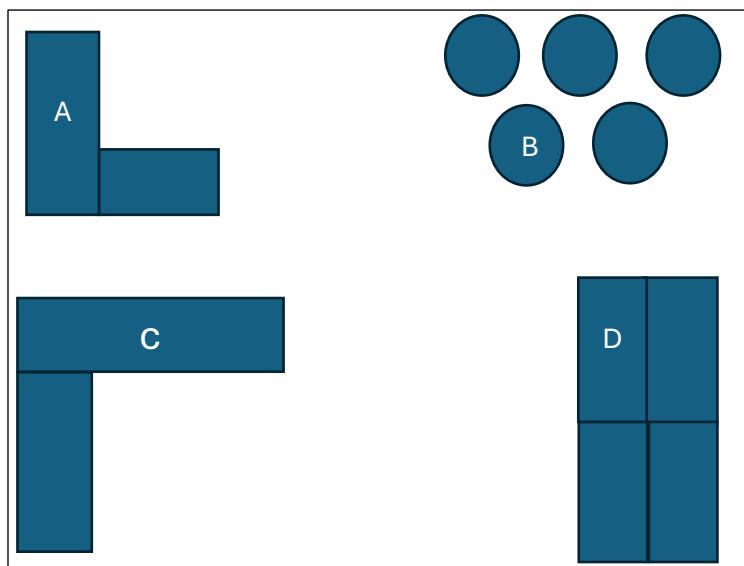
Booking Start Time: _____ Booking End Time: _____

Number of People: _____

Projector Required: Yes No (Renters are required to bring their own laptop and mac adapters if applicable)

Additional Notes:

Set-up: Select option A, B, C or D below for table set: _____



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.