



## Neighborhood Learning Centre – Rental Request

\*This form should be completed at least two weeks prior to the event. Please send your completed form to [bookings@oakbay.ca](mailto:bookings@oakbay.ca) If you have questions, please call 250-370-7118.

Due to the nature of some bookings an additional \$25.00 staff fee will be required.

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

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

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

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

Nature of Rental ie: Social, strata meeting, etc. (Note: Only non-profit organizations permitted)

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

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

Type of Booking:      Party      Meeting

If booking a Party:

Number of People: \_\_\_\_\_ (Max capacity)

- Set-up the room will be set up standard party style with long tables and chairs.
- There is a \$25.00 additional staff fee required (set-up/take-down/cleaning)

Number of People: \_\_\_\_\_ (Max 20 capacity)

Please check what is required for the meeting:

Projector & Screen (\$36.00) (Activity Rm 3 only)

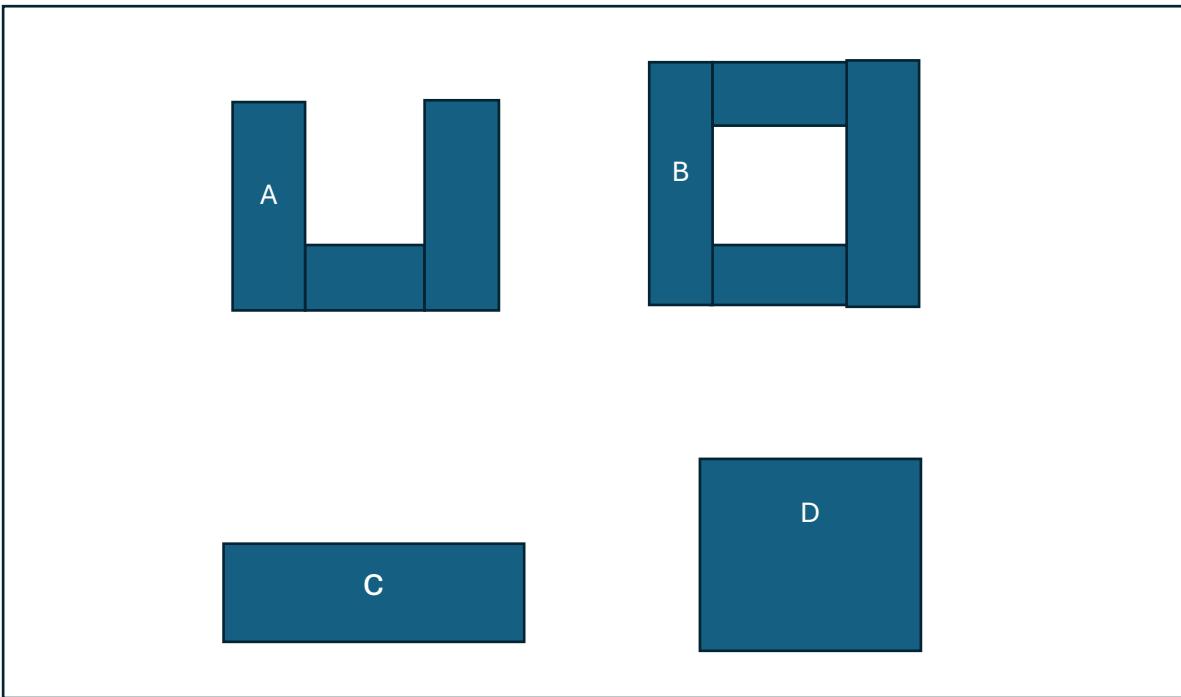
Flip Chart Stand (no paper or pens \$8.00)

Note:

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

Additional Notes: \_\_\_\_\_

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



For more information, please contact:

Bookings Clerk

250-370-7118

[bookings@oakbay.ca](mailto:bookings@oakbay.ca)