



# Recreation Department

## Community Recreation Centre Hall Rental Subsidy Application

Application Date dd mm yy Applicant Name \_\_\_\_\_  
 (Must be name of person in charge of event)

Group/Organization Name (if applicable) \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone - - Cell Phone - -

Rental Date(s) dd mm yy Time - to dd mm yy Time -  
 (Do not complete the second date/time section if you require a one day rental only. Event must end no later than 1:45am.)

# of individuals attending event \_\_\_\_\_ Will minors under the age of 19 be in attendance? \_\_\_\_\_  
 (Note: Maximum hall capacity is 250 persons)

Please state the purpose for your request to utilize the facility.  
 \_\_\_\_\_  
 \_\_\_\_\_

Why do you feel your group/organization should receive the facility at a subsidized rental rate?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate the specific facilities required for your event

Main Hall		Meeting Room		Hall Tables/Chairs	
Stove		Dishes		PA System	
Kitchen		Bar Facilities		Coffee Urns	

**For Office Use Only** Approval Date dd mm yy Signature \_\_\_\_\_

Payment Received \_\_\_\_\_ Payment Method \_\_\_\_\_