RENTAL REQUEST FORM

TODAY'S DATE: _____ SUBMIT REQUESTS TO: seaparc@crd.bc.ca

USER INFORMATION

ORGANIZATION: **CONTACT NAME:**

ADDRESS: **CITY:** **POSTAL CODE:**

PHONE (Business)**:** **EMAIL:**

PHONE (Personal)**:** **FAX:**

FACILITY BOOKINGS

SEAPARC Recreation Centre

- ☐ Board Room $25/hr ($0 Non-Profit)
- ☐ Multipurpose Room -1/2 room A or B $35/hr
- ☐ Multipurpose Room A & B $70/hr
- ☐ Pool $179/hr
- ☐ Lane (Adult) $20.50/hr
- ☐ Lane (Youth) $15.50/hr
- ☐ Lane (Commercial) $30/hr
- ☐ Ice (Rates vary, listed on website)
- ☐ Ice ($199/hr Winter Break Special)
- ☐ Ice ($199/hr Spring Break Special)
- ☐ Arena Dry Floor (Rates vary)

Stan Jones Field

- ☐ $30/practice or game (Adults)
- ☐ $179/day Tournament (Adults)
- ☐ $14.50/practice or game (Youth)
- ☐ $87/day Tournament (Youth)

Sooke Sport Box

- ☐ $33.50/hr (Adult)
- ☐ $16.75/hr (Youth)
- ☐ $67/hr (Commercial

DeMamiel Creek Golf Course

- ☐ For tournaments, complete a golf tournament request form

PURPOSE & DATE OF REQUEST

PURPOSE OF RENTAL:

 # OF PARTICIPANTS: **# OF SPECTATORS:**

USER GROUP CATEGORY: *select the category that best describes your booking*

☐ Youth Activity (Primarily for ages 18 Years & under) ☐ Adult Activity (Primarily for ages 19 Years & over)

☐ Non-Profit Organization ☐ Commercial Business

REQUESTED DATE: **ALTERNATIVE DATE:**

REQUESTED START TIME: **REQUESTED END TIME:**

ADDITIONAL REQUESTS *(i.e. Room Set Up)*

Room Bookings: ☐ ___Tables ☐ ___ Chairs

Room Layout: ☐ Banquet End-to-End ☐ Banquet ☐ Meeting ☐ Classroom ☐ U-Shape ☐ Hollow Square

Ice Bookings: ☐ None ☐ Hockey Nets ☐ Score Clock ☐ Music ☐ Dressing Room ☐ Skate Shop Staff & Rentals

Sport Box Bookings: ☐ None ☐ Lacrosse Nets ☐ Score Clock ☐ Shot Clock

LIABILITY INSURANCE

Proof of Insurance is required for all rentals with the Capital Regional District as additional insured.

**To confirm your booking(s), your rental contract MUST BE SIGNED within 10 days of the rental and the RENTAL FEE PAID as set out in the contract. If either is not completed, you may lose the booking date and fee.*