

Small Lounge – Rental Request

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

The cost of the Small Lounge is \$52.00/hr. Due to the nature of some bookings an additional \$25.00 staff fee will be required.

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Organization (if applicable): _____

Requested Date: _____

Booking Start Time: _____ Booking End Time: _____

Type of Booking: Party Meeting

If booking a Party:

Number of People: _____ (Max 20 capacity)

Note:

- Food: Party room rentals are responsible for bringing their own food, plates, napkins, utensils, tablecloths, etc.
**Pending availability, the Sportsview Lounge may be open to order additional food or beverage off the menu.*
Select if you would like to receive more information on Catering options.
- 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)

If booking a Meeting:

Number of People: _____ (Max 25 capacity)

Would you like to arrange food/beverage in advance? Yes No

Coffee/Tea

Baked Goods

**Pending availability, the Sportsview Lounge may be open to order additional food or beverage off the menu.*

Please check what is required for the meeting:

Projector (\$36.00)

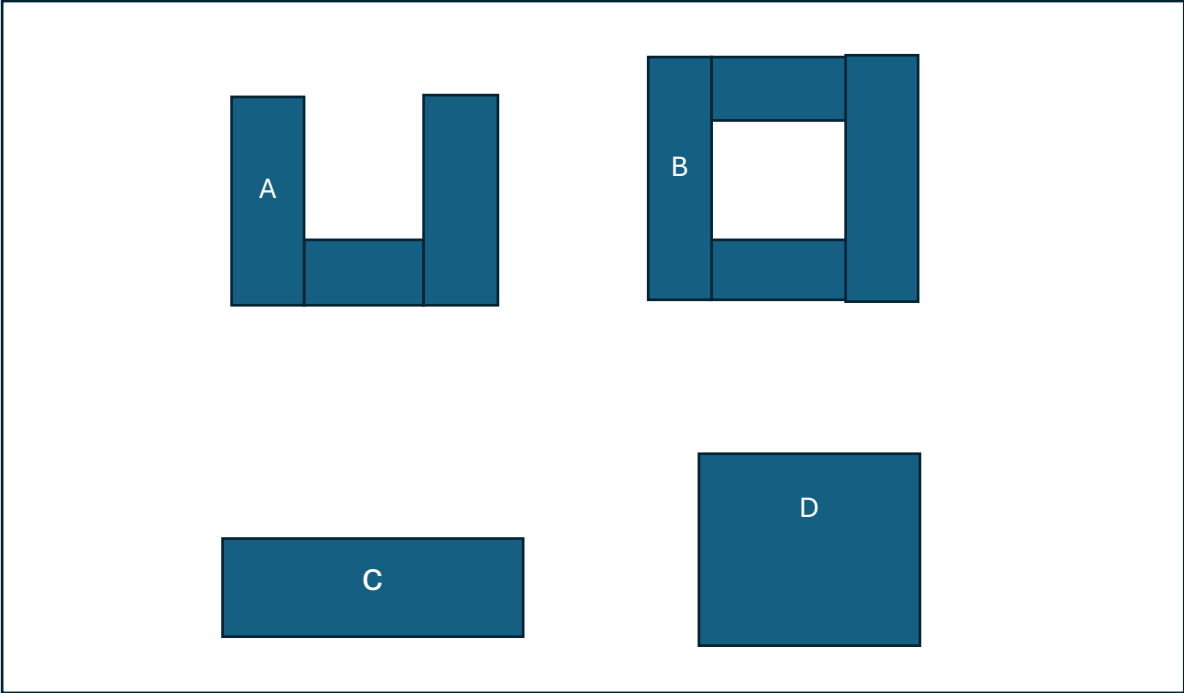
Flip Chart Stand (no paper or pens \$8.00)

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