



# 2024/25 Windsor Pavilion Room Rental Request Form

\*This form should be completed at least two weeks prior to the event.

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

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

Individual/Organization: \_\_\_\_\_

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

Room(s): \_\_\_\_\_

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

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

Number of People: \_\_\_\_\_

Number of Tables

# of 5 foot round tables: \_\_\_\_\_ (Seats 8-10 max per table)

# of 6 foot rectangular tables: \_\_\_\_\_ (Seats 6-8 max per table)

# of 3 foot card tables: \_\_\_\_\_ (Seats 4 max per table)

# of chairs: \_\_\_\_\_

Set up Details: For example: Conference style; classroom style; theatre style; horseshoe; square, circle. (Please carefully diagram room set-up on reverse of this form).

\_\_\_\_\_

Please check what is required for presentations:

25" TV VCR & DVD Combo (\$36.50)	Yes	No
Portable Sound System & Microphone (\$18.25)	Yes	No
Flip Chart (no paper and pens) (\$8.00)	Yes	No
Lecturn (\$11.25)	Yes	No
Projector Screen (\$11.50)	Yes	No
LCD Projector and Screen (\$36.00) Sports Room Only	Yes	No
BBQ (6 burner, 48") Rental/cleaning (\$39.00)	Yes	No

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

Please sketch the specific set-up for the room that you are reserving, noting the location of the tables/chairs and any other specific requirements, (e.g. Lecturn, Flip Chart).



Please scan your completed form to [hroberts@oakbay.ca](mailto:hroberts@oakbay.ca)  
If you have questions please call 250-592-7275.

**RENTAL INFORMATION:**  
Heather Roberts, Parks Clerk  
Phone: 250-592-7275  
email: [hroberts@oakbay.ca](mailto:hroberts@oakbay.ca)