



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).

A large, empty rectangular box with a thin purple border, intended for a hand-drawn sketch of a room layout. The sketch should include the placement of tables, chairs, and any other specific requirements like a lectern or flip chart.

Please scan your completed form to bookings@oakbay.ca

If you have questions please call 250-370-7118.