



Arena Boardroom – 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. **Rentals are for non-profit organizations.**

Please note this space is not an accessible space.

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Organization (if applicable): _____

Requested Date: _____

Booking Start Time: _____ Booking End Time: _____

Number of People: _____ (Max 20 capacity)

Please check what is required for the meeting:

Projector (\$36.00)

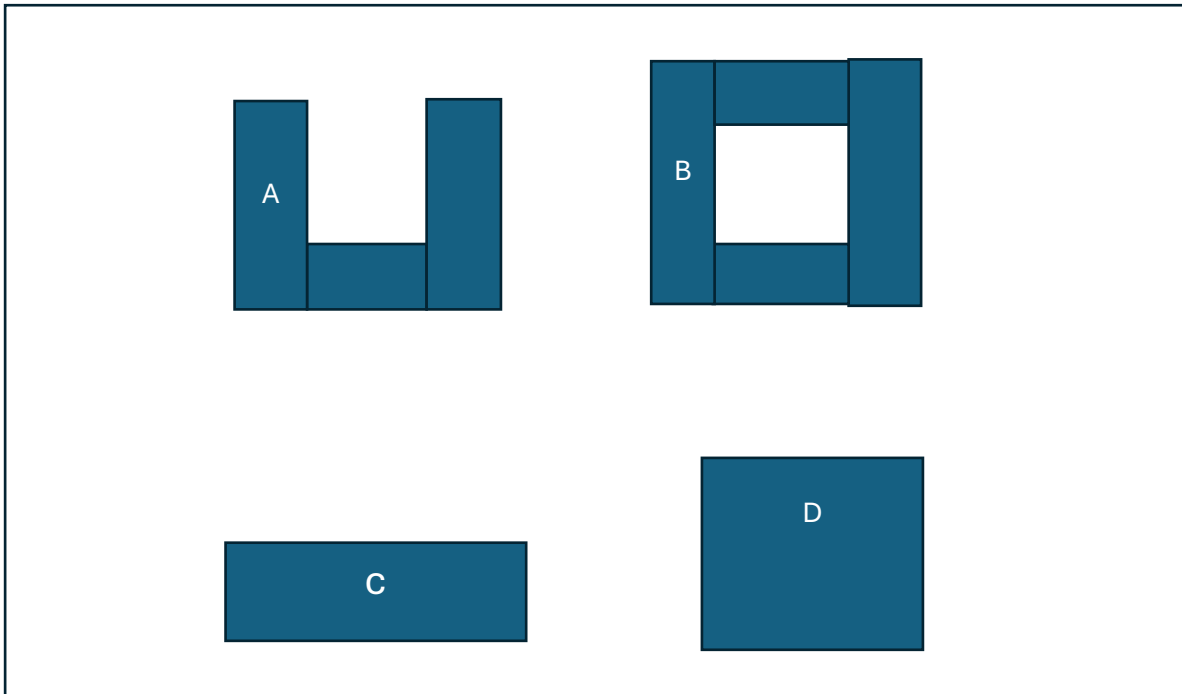
Flip Chart Stand (no paper or pens \$8.00)

Note:

- Renters are required to bring their own laptop and mac adapters if applicable.
- There is a whiteboard in this space if needed, renters must bring their own supplies.

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for marketing and communications in relation to Parks, Recreation, Arts and Culture and the District of Oak Bay. Questions can be directed to the District's Privacy Officer at 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, or 250-598-3311, or foi@oakbay.ca.