

Discovery Room – 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.

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.
- 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)

Please check what is required for the meeting:

Projector (\$36.00)

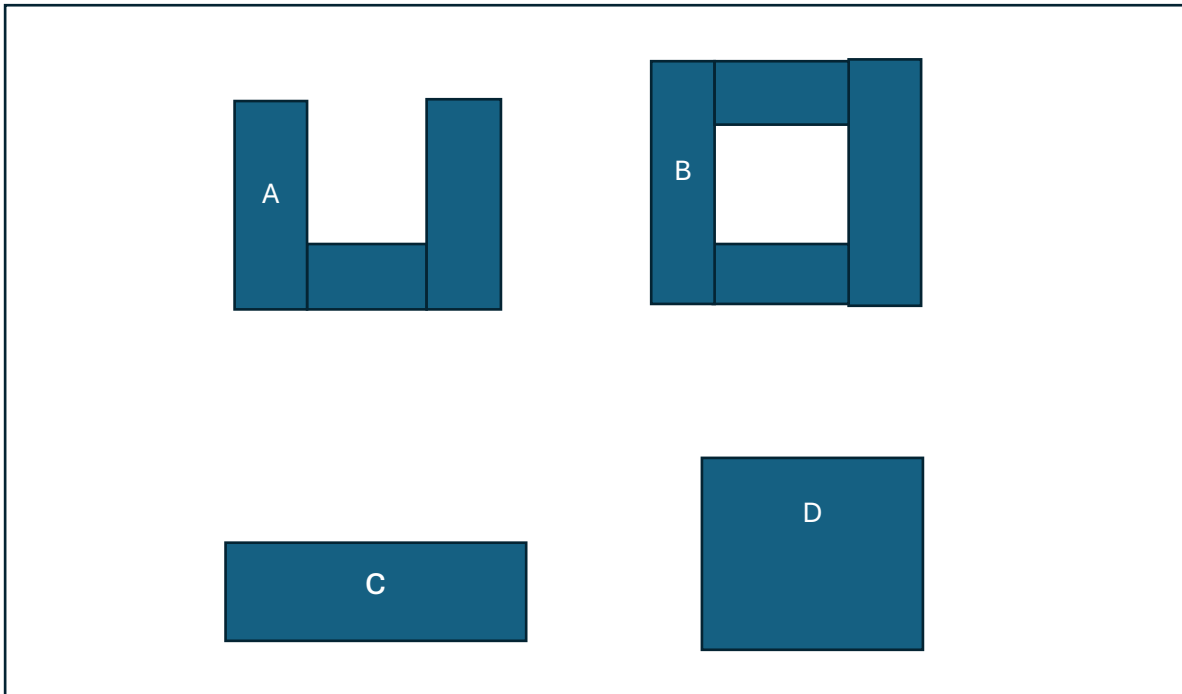
Flip Chart Stand (no paper or pens \$8.00)

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

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.