

# RENTAL REQUEST FORM



CONTRACT #: **FA-** \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_  
YYYY/MM/DD

ADMIN USE  1  3  5  
 2  4  6

## USER INFORMATION

**ORGANIZATION:** \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**PHONE (Business):** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**PHONE (Home):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

## FACILITY BOOKINGS

SEND TO **BOOKINGS** EMAIL: [bookings@panoramarec.bc.ca](mailto:bookings@panoramarec.bc.ca) FAX 250.656.3360

<b>Panorama Recreation Centre</b>		<b>Greenglade Community Centre</b>	<b>North Saanich Middle School</b>
<input type="checkbox"/> Arena Concourse Room (ARC)	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Room 1 - Boardroom	<input type="checkbox"/> Multipurpose Room Full
<input type="checkbox"/> Island Room	<input type="checkbox"/> Poolside Room	<input type="checkbox"/> Room 5 - Small Fitness Studio	<input type="checkbox"/> Multipurpose Room (1/2 or 1/3)
<input type="checkbox"/> Parking Lot		<input type="checkbox"/> Room 6 - Classroom	<input type="checkbox"/> Gymnasium - 1/2
			<input type="checkbox"/> Gymnasium - Full
			<input type="checkbox"/> Science or Textiles Room
			<b>Central Saanich Cultural Centre</b>
			<input type="checkbox"/> Room A
			<input type="checkbox"/> Room B

**\*\*Other CRD Space** not listed here (w/ Mgmt Prior Approval)  
- List location - \_\_\_\_\_

**Pool Space**  
For Pool bookings and information, please contact Martin Henderson at 250.655.2182 or [mhenderson@panoramarec.bc.ca](mailto:mhenderson@panoramarec.bc.ca)

## ARENA RENTALS

SEND TO EMAIL: [info@panoramarec.bc.ca](mailto:info@panoramarec.bc.ca); [mking@panoramarec.bc.ca](mailto:mking@panoramarec.bc.ca) FAX 250.656.3360

<b>Arena A</b>	<b>Arena B</b>
<input type="checkbox"/> Arena A (Ice) <input type="checkbox"/> Arena A (Dry Floor)	<input type="checkbox"/> Arena B (Ice) <input type="checkbox"/> Arena B (Dry Floor)

## PURPOSE & DATE OF REQUEST

**PURPOSE OF RENTAL:** \_\_\_\_\_ **# OF PARTICIPANTS:** \_\_\_\_\_  
**# OF SPECTATORS:** \_\_\_\_\_

**AGE / GROUP:** Age 18 Years & Younger    Age 19 Years & Older    Commercial Use    Birthday / Party

**DAY/S REQUESTED:**  M  Tu  W  Th  F  Sa  Su **TO**  M  Tu  W  Th  F  Sa  Su

**DATE/S REQUESTED:** YYYY/MM/DD  **TO**  **TIME REQUESTED:**  **AM** **TO**  **PM**

## LIABILITY/INSURANCE

Insurance Required *Please complete application*     Insurance not required *Note - Proof of insurance must be provided a min of 2 weeks prior to booking date*

## ADDITIONAL REQUESTS

**\*ACKNOWLEDGEMENT - Your rental contract MUST BE SIGNED & insurance in place within 14 days and the RENTAL FEE PAID as per contract to confirm the booking. Failure to comply will result in the loss of the booking date & fee.**

**\*NSMS bookings are subject to mandatory CRD/Panorama egbvth/cack staffing requirements. Staffing fee wills additionally apply. CRD reserves the right to cancel any booking if staff are not available up to, and including, the day of the event. In the event of cancellation due to staff shortage a full refund will be provided.**

**\*Please contact Reception at 250-656-7271 to make your payment or address any questions.**