

Recreation Facilities Rental Application Form

Application Information		Re-occurring Event: If yes, changes from previous year(s)?	
Organization Name:			
Contact Name (*Must have signing authority for the organization above*):		Email:	
Street Address:		City, Province and Postal Code:	
Business Phone number:		Cell Phone:	
On-site/Day-of Event Contact Person:		Email:	
Cell Phone:		Alternate Phone number:	
Event Information			
Event Name:		Event Date(s):	
Beneficiary(s) of Event (who makes money, if anyone):		Is this event free to attend and/or participate in? If not, please specify ticket price/cover charge/entry fee, etc.	
Non-Profit Registration Number (if applicable):		Is this event open to the public or invite only?	
Event Category (please check/circle all that apply):			
Race or Competition		Concert/Performance of some kind	
Festival		Indoor or Outdoor Market	
Sporting event (diamonds, arena dry floor or ice)		Private Celebration (ie. Birthday, Funeral, other)	
Wedding/Reception/Banquet		Private meeting, conference (strata's, groups, AGM's)	
Fundraiser/Charity event		Other: _____	
Public Workshop			
Will there be copyrighted/prerecorded music played at the event? YES / NO		Will there be dancing? YES / NO	

Estimated Attendance:	
Number of Participants/Attendees:	Number of Spectators (if applicable):
Number of Staff (if applicable):	Number of Volunteers (if applicable):
Event Purpose/Description: (Please describe your event or attach a summary in letter format and any site maps available)	

List of Facilities:

Community Hall – 7062 sq ft, 410 people max for banquet seating, 500 people max for theatre seating

1/3 Hall – 2112 sq ft, 125 people max for banquet style, 175 people for theatre seating

Community Kitchen - gas range, flat top grill and double oven unit, a commercial dishwasher, 2 large refrigerators (no freezer), a microwave, coffee urns, prep counter and serving window. Basic dishes and cutlery are included (dinner plates, dessert plates, forks, butter knives, teaspoons and soup spoons, coffee cups and saucers. NO SOUP BOWLS).

Meeting Room 2 – 760 sq ft, 28 people max (*Meeting Room 1 has been decommissioned*)

Clubhouse – 930 sq ft, 40 people max for theatre seating, has a small kitchenette with serving window (*no dishwasher or dishes provided).

Baseball diamonds (#1 through #5, though #4 & #5 cannot be used at the same time)

Oliver Community Stage(outdoor) with Community Park

Arena Ice (September-March) or Arena Dry floor (April to August)

Community Pool - Select private rental times available. Please check with clerk before completing the next section.

Lion's Park & Rotary Beach Park also use this application for booking process.

	Space (ie. Hall, Kitchen, etc.)	Time Set Up Starts	Time Event Starts	Time Event Ends	Time Clean up ends
Date:					
Date:					
Date:					
Date:					
Date:					
Date:					

Date:					
Date:					

If you run out of lines, please continue same format at the end of this application.

We require event liability insurance for your booking, naming "Town of Oliver" as additional insured and/or owners of the facilities/parks with no less than \$2 million coverage and a copy must be provided to the Town recreation department. Alternately, the organization can name Town of Oliver on their Commercial General Liability policy and provide a copy of the rider to the Town recreation department. Regardless, the named party on the insurance must match the named person/organization booking the space. Please check the box to show your agreement to this requirement.

Additional Requirements: please note not all sections are available for all bookable spaces. Please check with Recreation Facilities Clerk if important.		
Number of 6ftx2ft Rectangle Tables required (max 45 - no additional charge):	Number of 6ft Round Tables Required (max 41 - no additional charge):	Number of Chairs Required (max 500 - charges may apply):
Projector/Screen Required: (\$10+gst/day) Bleachers (moved and for your exclusive use, \$32.01+gst/day):	Portable Bluetooth Speaker (\$50+gst/day): Picnic Tables (moved and for your exclusive use, \$13.59+gst/day):	Event Garbage Bin (Required if not using dishes and cutlery from the kitchen for your event. Actual cost +15%): 20x20 Outdoor Tent (\$500+gst/day):
Recreation Staff Set up/Take down time (\$50/hour per staff member): Estimate to follow from staff once discussed.	Date/Time of tent arrival: Date/Time of tent take down/removal:	Date/Time of fencing arrival: Date/Time of Fencing take down/removal:
Date/Time of Portable Toilet Facilities arrival (if applicable): Date/Time of Portable Toilet Facilities removal:	Date/Time of Catering arrival: Date/Time of Catering Departure:	Date/Time of Entertainment Arrival: Date/Time of Entertainment Departure:
Will you be requesting a temporary smoking zone allowance for your event? YES / NO		

The information on this form, collected under the authority of the Freedom of Information and Protection of Privacy Act (Section 27) is used to record information about applicants and as a basis for determining event qualification for recreation facility rental. In the case of successful applicants, the Town of Oliver Recreation Department will retain this information. Should you have any questions about the collection and use of this information, please contact the Town of Oliver Recreation Department.

Signature:	Print Name:	Date:
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