

EVENT INFORMATION

NAME OF EVENT: (TO BE DISPLAYED)		EVENT CATEGORY:	<input type="checkbox"/> Fundraiser/Charitable Event
PURPOSE OF USE:			<input type="checkbox"/> If YES, have you applied for a grant-in-aid?
ORGANIZATION:			OR
			<input type="checkbox"/> Free Public Event
			<input type="checkbox"/> Ticketed Public Event
			<input type="checkbox"/> Private/Family Event

PRIMARY CONTACT INFO

PRIMARY CONTACT:		PRIMARY CELL:	
PRIMARY EMAIL:		ALT PHONE:	
ADDRESS:			
CITY:		ONSITE CONTACT NAME:	
POSTAL CODE:		ONSITE CONTACT CELL:	

EVENT REQUESTS

LOCATION:	<input type="checkbox"/> COMMUNITY CENTRE	<input type="checkbox"/> SPORTSPLEX	<input type="checkbox"/> ROTARY COMMUNITY FIELDHOUSE	
ROOM/FACILITY:	For example; Gym, Kitchen, Meeting Room, etc.			
# OF DAYS:	START		END	
	Date:	Time:	Date:	Time:

SPECIAL REQUESTS/COMMENTS:	
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# OF PARTICIPANTS:	#ADULTS _____ #YOUTH _____ TOTAL # _____	INSURANCE PROVIDED BY: (IF REQUIRED)
	IF MORE THAN 150, INSURANCE IS REQUIRED	

SET UP INFO:	<input type="checkbox"/> SET UP REQUIRED (ADDITIONAL FEES APPLY)	<input type="checkbox"/> SELF SET-UP (NO ADDITIONAL FEES APPLY)
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SET UP DETAILS: (provide floor plan for large rentals & staff set ups)	
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WILL THERE BE FOOD AT THE EVENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	# TABLES NEEDED: (NO ADDITIONAL CHARGE)
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WILL THERE BE ALCOHOL AT THE EVENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	# CHAIRS NEEDED: (NO ADDITIONAL CHARGE)
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EXTRA EQUIPMENT REQUIRED: Extra Fees Apply *NOT Available at Rotary Fieldhouse	<input type="checkbox"/> ½ STAGE*	<input type="checkbox"/> FULL STAGE*	<input type="checkbox"/> PROJECTOR	<input type="checkbox"/> SCREEN	<input type="checkbox"/> MICROPHONE*	<input type="checkbox"/> TV*	<input type="checkbox"/> BAR*	<input type="checkbox"/> PODIUM*	<input type="checkbox"/> WHITEBOARD/FLIPCHART	<input type="checkbox"/> PA SYSTEM*	<input type="checkbox"/> COFFEE/TEA CART* (SERVES 20) # CARTS _____	<input type="checkbox"/> LARGE COFFEE URN (SUPPLIES NOT PROVIDED)
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- I agree that I have read and understand the **LIABILITY AND INSURANCE REQUIREMENTS** on Page 2 of this application.
- I agree that the information in this application is correct, and I fully understand and accept the Terms and Conditions herein.
- I agree that I have read and understand **CANCELLATION POLICY** outlined on Page 2 of this application and agree to the terms.
- Facility usage time is monitored. I agree that if the facility is used more than 15 minutes before or after the booked rental time, extra rental charges will apply.

Please email completed application form to: indoorbooking@campbellriver.ca.

DATE: _____ SIGNATURE OF APPLICANT: _____

Liability and Insurance Requirements:

The City of Campbell River requires Comprehensive General Liability Insurance from applicants requesting the use of Municipal Property where ANY of the following apply;

- *Alcohol is to be served.*
- *The number of participants exceeds one hundred & fifty (150) persons.*
- *The planned activity is considered by the City to be a higher risk in nature and likely result in injury to the participants, guests, spectators, or other users of the property - this would include any sporting activity.*

The Minimum Liability Insurance Requirements are:

- *The policy must include: The City of Campbell River is to be listed on the policy as an additional insured.*
- *Cross Liability Clause/Severability of Interest.*
- *Comprehensive General Liability Policy of not less than \$2,000,000 (\$3,000,000 if alcohol is served). CGL protects against third party claims for bodily injury, death, or property damage.*
- *Property loss and property damage of not less than \$1,000,000.*
- *Renter is responsible for security at their event.*

Proof of required liability insurance must be submitted to the Community Centre or Sportsplex a minimum of 2 weeks prior to the event.

Cancellation Policy

To cancel a booking, groups must notify the Recreation office during regular business hours and at least 72 hours prior to their scheduled event. Cancellation of events, where a security deposit has been taken are subject to a \$50 fee. The security deposits for these events are non-refundable if 72 hours notice has not been given.

Freedom of Information

The City of Campbell River is collecting this personal information pursuant to s.26 of the Freedom of Information and Protection of Privacy Act, for the following purpose: 26(c) - the information relates directly to and is necessary for a program or activity of the public body. If you have any questions about this collection of personal information, please contact the City's Privacy Head at foippa@campbellriver.ca or 250-286-5700.