Britannia Community Services Centre
1661 Napier Street
Vancouver BC V5L 4X4

ROOM RENTAL REQUEST FORM **DATE:**

Contact Information			
First Name		Last Name	
Organization Name		Non profit status ☐ Yes ☐No Reg #_____	
Address			
Postal Code		Phone number	
Email			
Event Information			
Event Name			
Event Description			
Date requested			
# of participants			
Start Time		☐ am ☐ pm	**Set up/clean up should be included in your start time/end time.**
End Time		☐ am ☐ pm	**Groups are responsible for returning tables/chairs to original location**

☐ Gym C $51/hr ☐ Gym D $51/hr ☐ Rink Mezz $57/hr ☐ CFEC $57/hr ☐ Mat Room $19/hr ☐ FAR $19/hr ☐ RAR $19/hr ☐Cafeteria $42-$70

Is your event religious/political in nature?	☐ Yes If yes, please explain: ☐ No
Will your event be advertised, open for the public to attend or private invitation only?	☐ Yes, my event will be advertised to the public ☐ No, my event will not be advertised to the public
Will the media be present at your event?	☐ Yes ☐ No
Will you be selling tickets/charge admission for your event?	☐ Yes ☐ No
Will you be selling alcohol at your event?	☐ Yes ☐ No
Will you be serving food/beverage at your event?	☐ Yes ☐ No
Will you be playing recorded/copyrighted music at your event? (Group are responsible for bringing own sound equipment - no equipment provided)	☐ Yes, music only (no dancing) ☐ No ☐ Yes, music and dancing ☐ Yes, live original music

britanniafacilitysupport@vancouver.ca 604-718-5812