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

EMAIL: **info@panoramarec.bc.ca**

Panorama Recreation Centre
☐ Arena Concourse Room (ARC)
☐ Boardroom
☐ Island Room
☐ Poolside Room
☐ Parking Lot

Pool Space
EMAIL: Martin Henderson at mhenderson@panoramarec.bc.ca

Greenglade Community Centre
☐ Room 5 - Small Fitness Studio
☐ Room 6 - Classroom
☐ Gymnasium
☐ Sports Field
☐ Baseball Field

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

North Saanich Middle School
☐ Multipurpose Room Full
☐ Multipurpose Room (1/2 or 1/3)
☐ Gymnasium - 1/2
☐ Gymnasium - Full
☐ Science or Textiles Room

Central Saanich Cultural Centre
☐ Room A
☐ Room B

ARENA RENTALS

EMAIL: Ryan Smith at rjsmith@panoramarec.bc.ca

Arena A
☐ Arena A (Ice)   ☐ Arena A (Dry Floor)

Arena B
☐ Arena B (Ice)   ☐ 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☐ PM☐ **TO** _____ AM☐ PM☐

LIABILITY/INSURANCE- Proof of insurance required for all rentals.

Insurance can be purchased online through InstantRisk crd.instantriskcoverage.com/login

ADDITIONAL REQUESTS

[ ]

ACKNOWLEDGEMENT - **All facility rental requests require two weeks notice. 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 & payment.*

*Notice of cancellation must be received 10 days prior to the event for facility room rentals to receive a full refund.
*NSMS bookings are subject to mandatory CRD/Panorama supervisory staffing requirements. Additional fees will be applied.

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