

# RENTAL REQUEST FORM



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

DATE: \_\_\_\_\_

ADMIN USE  1  3  5  
 2  4  6

## USER INFORMATION

ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ALTERNATE CONTACT INFORMATION: \_\_\_\_\_

## FACILITY BOOKINGS

EMAIL: [info@panoramarec.bc.ca](mailto:info@panoramarec.bc.ca)

### Panorama Recreation Centre

Arena Concourse Room  
Boardroom  
Island Room  
Poolside Room  
Parking Lot

### Greenglade Community Centre

Room 5 - Small Fitness Studio  
Room 6 - Classroom  
Gymnasium

### Central Saanich Cultural Centre

Room A      Room B

### North Saanich Middle School

Multipurpose Room Full    1/2 or 1/3  
Gymnasium Full          Half  
Science or Textiles Room

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

## CENTENNIAL PARK BOOKINGS

EMAIL: Bethany Schaftlein at [bschaftlein@panoramarec.bc.ca](mailto:bschaftlein@panoramarec.bc.ca)

Fieldhouse    Picnic Shelter    1    2    3

## POOL BOOKINGS

EMAIL: Martin Henderson at [mhenderson@panoramarec.bc.ca](mailto:mhenderson@panoramarec.bc.ca)

## ARENA BOOKINGS

EMAIL: Ryan Smith at [rjsmith@panoramarec.bc.ca](mailto: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:     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](http://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.