



Facility Rental Application

Central Booking Office,
North Vancouver Recreation Commission
600 West Queens Road, North Vancouver, BC, V7N 2L3
Phone: 604-983-6395, Fax: 604-983-6335
recrentals@northvanrec.com

Contact Information

Organization name (if applicable) _____

Contact name _____

Address _____ Postal code _____

Home phone _____ Fax _____ email _____

Business phone _____ Website of Organization _____

Event Information

Purpose & description of event:

Requested facility _____

Date of the event _____ Start time: _____ End time: _____

Expected attendance: _____

Will you be serving food? Yes No

Will you be serving alcohol? Yes No

Will there be music and dancing? Yes No

Will there be any other kind of entertainment provided? Yes No

If yes, please describe:



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Room set up instructions for tables and chairs:

Additional equipment requests (flip chart, whiteboard etc.):

- Please include any relevant information regarding your event.
- If you are serving food, and it involves the services of a caterer or the preparation and service of food to members of the public, please contact the Vancouver Coastal Health Food Inspector at 604-983-6700 or at www.vch.ca to obtain approval.
- All bookings require a minimum of \$5million liability insurance coverage (more coverage may be required depending on the size and nature of your event) naming the North Vancouver Recreation Commission, the City of North Vancouver and the District of North Vancouver as additional insureds.