

Community Hall Booking Request Form:

All Fields Must be filled out to request a booking

Name of individual requesting booking:	
Address:	
Postal Code:	
Town:	
Phone Number:	
Email Address:	
Date(s) of booking request:	
Start time (including setup):	
End Time (including cleanup):	
Event Description:	
Number of guests/participants	
Community Hall Size:	<input type="checkbox"/> Full Hall (52' x 63') <input type="checkbox"/> Small Hall (52' x 24'5") <input type="checkbox"/> Large Hall (52' x 38'5")
Sound Equipment?	
Podium needed?	
Stage Needed?	
Bringing any other equipment?	
Bar Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Run bar requires the following: <input type="checkbox"/> Smart Serve <input type="checkbox"/> Special Occasion permit #: <input type="checkbox"/> \$2 Million liability insurance Proof of insurance policy #:
Playing Music? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dancing? <input type="checkbox"/> No Dancing?
Setup/other comments:	
Event Details:	