

Event Rental Request Form

Prospect Lake Community Hall and / or Meeting Rooms.

This form should be completed and brought to the first meeting with the Event Manager.

Request for use of Hall () Kitchen () Meeting / Oldfield Room ()

Is alcohol been served Yes () No ()

(The renter is 100% responsible for acquiring and following all proper liquor licensing regulations.)

Event: _____ Expected # of attendees: _____

Requested Date: _____ Time: _____

Renter: _____

Phone: _____ Cell: _____

Email: _____

PLEASE NOTE.

Your refundable damage deposit is required to secure your date.

Total event cost must be paid in full 30 days before your event date.

Cancellation penalties will be applied, without 90 days written notice.

Call EVA : 778-430-7742 for further details and to book an appointment.

All Deposit and Rental cheques to be mailed with a signed copy of your "Rental Contract"; along with a return, self addressed stamped envelope to:

PLDCA Hall Rental Manager
5358 Sparton Road,
Victoria, B. C. V9E 2H5

* Cheques should be made payable to: Prospect Lake & District Community Assoc.
Dishonoured cheques will be subject to a \$50.00 charge.

