

# Coach House Rental Request Form

Event Name and/or Organization			
Contact Name (First, Last)		E-mail*	
Address	City	Postal Code	
Home Phone	Work Phone	Cell Phone	Fax Phone

\*Your permit will be sent to you electronically, please ensure your e-mail address is listed above.

Include all dates requested      **OR**       Only include one date based on list in order of preference

Day of Week	Date (or start date if Multiple bookings)	End Date (if Multiple bookings)	Start Time & End Time (include setup/decorating time in rental time)	Room
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/>
				Multipurpose <input type="checkbox"/> Terrace <input type="checkbox"/>

Number of Participants: \_\_\_\_\_

**Commercial:**    Yes    No   The Town reserves the right to request proof of not for profit status

**Music:**    Background Music    Dancing    Live singing/band    No Music will be played/performed  
(Please note, SOCAN/Re-Sound fees will apply if any music is played/performed)

**Type of event -**   Presentation    Meeting    Social Event/Party    Dance/Performance

**Description of event:**

**Licensed Function(liquor):**   Yes    No    (Copy of license and smart serve certificates required a minimum of 14 days in advance of the event)

All persons booking a Town of Oakville Facility must provide proof of **Liability Insurance** or for a nominal fee, use a Town of Oakville insurance provider. Pricing will be detailed on the tentative permit based on type of event and number of attendees.  
 Liability Insurance Provided      **OR**       Added to the Permit (fee applies)

**Third Party Service Provider Name:** \_\_\_\_\_ **Type of Service:** \_\_\_\_\_  
(eg. Entertainer, rented equipment, hired business, etc. must be approved by the facility, and additional requirements may apply including proof of commercial insurance.)

**Email this form directly to [oakvillemuseum@oakville.ca](mailto:oakvillemuseum@oakville.ca) or fax: 905-815-5973**