



REQUEST FORM - QEPCCC Community Room

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

*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

Table with 5 columns: 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), Complex/Facility/Room

Type of activity: Youth Adult 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)

Exception Dates if seasonal:

Setup:

Type of event - Presentation Meeting Social Event/Party Show/Variety Theatrical Play Dance/Performance

Technician Required: Microphone: Screen: Stage Required: Size 12 risers 4x8

Licensed Function(liquor): Yes No (Copy of license and smart serve certificates required)

All persons booking a Town of Oakville Facility must provide proof of Liability Insurance or for a nominal fee, use one our providers. 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 gepbookafacility@oakville.ca or fax: 905-815-5976

Personal information on this form is collected under the authority of the Municipal Act for the purpose of issuing Permits and receiving payments. Questions about the collection should be directed to Facility Booking, Town of Oakville, 1225 Trafalgar Road, Oakville Ontario L6H 0H3, 905-815-5989 or bookafacility@oakville.ca

Credit Card Payment: Visa Amex MasterCard Signature:

Card # Exp. mm/yy Security Code:

