



Information on the Lakeshore Rd. & Navy St. Electronic Community Message Board

(Navy St. Electronic Message Board is reserved for OCPA events only)

Events taking place at OCPA, Oakville Libraries, Oakville Galleries, Centennial Pool, Museums and Oakville Arts Council events are eligible for display on the Electronic Community Message Board (ECMB) at no cost and will take priority over other events.

Oakville not for profit groups may also purchase two weeks of display time in accordance with the current fee schedule and may renew for an additional two week period.

- New Messages are posted on the Electronic Community Message Board (ECMB) on Mondays, unless the Monday is a holiday and then it will be posted Tuesday.
- Messages are posted for 2 weeks prior to the advertised event.
- Service fee is \$190**(including HST)** per two week period, renewable once for the same event.
- Payment is required in advance.
- See the attached template to complete and return to:

Oakville Centre for the Performing Arts
130 Navy Street
Oakville, ON L6J 2Z4
boxoffice@oakville.ca / Fax: 905-815-2002

**Fees are subject to change. Please refer to the current fee schedule at oakvillecentre.ca

Payment in full is required at time of booking

Electronic Community Message Board Request

Organization: _____

Contact: _____

Phone Number: _____

Address: _____

Postal Code: _____

E-Mail: _____

Start date: Monday, _____ End Date: Tuesday, _____

Screen 1

Screen 2

Screen 3

Screen 4



Payment for: 2 Weeks: \$168.16
 + HST= \$190
 4 Weeks: \$336.32
 + HST= \$380

- Cash
- Cheque
- Debit
- Visa or MasterCard number

_____ exp _____

Signature

Date

Appendix C