

Event Rental for Use of Prospect Lake Community Hall / Meeting room

This form should be completed and returned at least 15 Calendar Days in advance of commencement date.

Event: _____

Need use of: Hall () Kitchen () Meeting / Oldfield Room ()

Alcohol being served? Y / N* Alcohol being sold? Y / N*

Group: _____

Lessee: _____

Address: _____

City: _____ PCode: _____ Event Date & Day: _____

Contact: _____

Fax #: _____ On-site Supervisor: _____

Email: _____ Phone: _____ (H) _____ (W)

Times: Start - _____ Finish - _____

Preferred time & day of preparation / set up for event: _____

of Participants: _____ Group type: Private? Y / N Non-profit? Y / N Charity? Y / N For profit event? Y / N

Lessee is a PLDCA Member? Y / N Return damage deposit to: _____

PLEASE NOTE

COSTS: \$550 for **Main Hall** event rental, includes day for setup. \$650 for peak weekend full day rates – May 15-Sep 15. Deposit \$250. Balance payable in advance, plus \$250 refundable damage deposit**. **Hourly** rates available – call 250-479-8018. **Parties not requiring all day set up**, main hall + kitchen \$400-450. **Hall hourly rate:** \$75 / hr – 2 hour minimum. **Meeting / Oldfield Room** \$30 / hr.

****Send stamped, self addressed envelope with your deposit to help in speedy processing of deposit refund**

Hall / meeting room to be left as it was found - lessee required to remove all trash and recyclables or a charge applies. See 'hall user checklist' *Alcohol served or sold is subject to legal restrictions and the lessee is 100% responsible for ensuring that all of these restrictions are followed.

I have read and agree to the above and understand that other terms and conditions may apply such as insurance requirements, minimum age of lessee, food safe requirements in kitchen etc.:

Date of Application: _____ Signature of Lessee: _____

Mail Deposits and Payments to: PLDCA, c/o 5358 Sparton Rd., Victoria BC, V9E 1J5. Cheques made out to PLDCA.

Call Eva: 778-430-7742 for further details, confirmations etc.

Office use: Deposit amount & date received _____ Full payment received – amount & date _____

Refund chq to: _____ Deposit refunded – date _____