



Kensington Community Centre

5175 Dumfries Street

Vancouver, BC V5P 3A2

**Facility Room Rental Request Form**

Date:

Contact Information	
First Name	Last Name
Organization Name <i>(if applicable)</i>	
Phone	
Email	

Event Information	
Event Name	
Event Description	
# of attendees	
Date(s) requested	
Start Time	* Please note that set up and clean up time should be included in your start and end time. i.e., If you wish to have your party start at 11am and need 30min set up, your start time should be at 10:30am
End Time	
<input type="checkbox"/> Gymnasium 200 capacity \$40/hr	<input type="checkbox"/> Multipurpose Room 65 capacity \$45/hr
<input type="checkbox"/> Seniors Lounge 65 capacity \$45/hr	<input type="checkbox"/> Board Room 60 capacity \$40/hr
Is your event religious or political in nature or hosted by a religious or political organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be advertised and open for the public to attend or is the event by private invitation only (no public advertising)	<input type="checkbox"/> Yes, my event will be advertised to the public <input type="checkbox"/> No, my event will not be advertised to the public
Will the media be present at your event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to sell tickets or charge admission for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be serving alcohol at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be serving food and/or beverages at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be playing recorded/ copyrighted music at your event? If so, will there be dancing?	<input type="checkbox"/> Yes, music only. No dancing <input type="checkbox"/> Yes, music and dancing <input type="checkbox"/> No <input type="checkbox"/> Yes, live original music

Additional Comments/Requests