



**Mission**

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses, and visitors.

# OAKLANDS COMMUNITY ASSOCIATION RENTAL REQUEST FORM

## PRIMARY CONTACT AND/OR ORGANIZATION

Event is being held by:      **Individual**                      **Business/Organization**                      Today's Date: \_\_\_\_\_

Contact Name			DOB (MM/DD/YYYY)	
Company/Organization (If applicable)				
Address				
Phone				
Email Address				

## EVENT INFORMATION

Event Type:				
Requested Date:		Requested Time (INCLUDE SETUP & CLEANUP TIME):		
Alternate Date/Time (IF ANY)				
Number of attendees:				
Facility Requested:	OSC Room - 100 Max Occupancy			
	Com Rec - 50 Max Occupancy			
	Full Centre - 150 Max Occupancy			
Will alcohol be served? (LIQUOR LICENSE REQUIRED)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Equipment requested:	Tables	Chairs	Microphone	Bluetooth Sound System
Access Requested:	Kitchen (if renting OSC Room)		Patio (if renting Com. Rec Room)	
Special Requests:				

**For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times.**

## STATEMENT OF CERTIFICATION

I certify that I have reviewed OCA's Rental Policies and Procedures and that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for OCA to cancel or terminate my event reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oaklands Community Association is a registered charity | BN 882929946RR0001