

**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/Pronouns		DOB (MM/DD/YYYY)	
Company/Organization (If applicable)			
Address			
Phone			
Email Address			
Alternative Contact (Name&Number)			

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 Red Room - 20 Max Occupancy		
	Com Rec - 50 Max Occupancy Green Room - 40 Max Occupancy		
	Full Centre - 150 Max Occupancy		
Will alcohol be served? (LIQUOR LICENSE REQUIRED)	YES	NO	(If yes, please see our additional form for licensed events)
Equipment requested:	Tables	Chairs	Microphone Bluetooth Sound System Projector (extra fee)
Access Requested:	Kitchen (if renting OSC Room) Patio (if renting Com. Rec Room)		
Special Requests:			

Ongoing Rentals (include additional dates/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

Oaklands Community Centre
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House
2629 Victor Street, Victoria BC V8R 4E3