

Venue Rental Request Form

Today's date: _____

The District of West Vancouver requires 14 days notice for all room booking requests. We will do our best to respond within 3 business days.

Facility (please select one)

<input type="checkbox"/> West Vancouver Community Centre	<input type="checkbox"/> Gleneagles Community Centre
<input type="checkbox"/> Seniors' Activity Centre	<input type="checkbox"/> Arena
<input type="checkbox"/> Lawson Creek Studios	<input type="checkbox"/> Music Box
<input type="checkbox"/> Ferry Building Gallery	
<input type="checkbox"/> Community Centre Arts Studio	

Have you booked with us before?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Rental Function (please select one)

<input type="checkbox"/> Meeting, seminar, lecture	<input type="checkbox"/> Celebration of life, shower
<input type="checkbox"/> Party	<input type="checkbox"/> Music rehearsal
<input type="checkbox"/> Catering only <ul style="list-style-type: none"> <input type="checkbox"/> Internal <input type="checkbox"/> External 	<input type="checkbox"/> District department use

Rental Category (please select one)

<input type="checkbox"/> Commercial	<input type="checkbox"/> Private
<input type="checkbox"/> Established community partner	<input type="checkbox"/> Non-profit number for adult, senior, youth or child:
<input type="checkbox"/> DWV department:	

Insurance and Licensing Details	Yes	No
Will there be music?		
Will there be alcohol?		
Will there be dancing?		
Will you be playing sports?		
Will there be food at your event?		

Is your event a fundraiser?		
Is this a political event?		
Will there be media?		
Do you or your organization carry \$2M Comprehensive General Liability Insurance?		

Contact Information

Company name (if applicable)	Contact name
Email	Phone or cell
Mailing address	

Event Details

Event date	Set-up and take-down time required:
Event start time	Event end time
Expected number of guests	Room requested
Occasion	Equipment required and or special requests

If booking at the West Vancouver Community Centre, please submit by fax to 604-925-5944, scan and email to wvccrentals@westvancouver.ca or drop off at the West Vancouver Community Centre front desk.

If booking at the Seniors' Activity Centre, please submit by fax to 604-925-5935, scan and email to sacrentals@westvancouver.ca or drop off at the Seniors' Activity Centre front desk.

If booking at the Gleneagles Community Centre, please submit by fax to 604-921-2109, scan and email to geccrentals@westvancouver.ca or drop off at the Community Centre front desk.

If booking at the Arena, please submit by fax to 604-925-5949, scan and email to iarentals@westvancouver.ca or drop off at the Arena front desk.

If booking at one of the Arts & Culture Facilities, please scan and email to carentals@westvancouver.ca or drop off at the West Vancouver Community Centre front desk.

If you would like a detailed description and to view the rooms please see our website at westvancouver.ca/venue rentals.

Thank you for your inquiry. A venue rental coordinator will review this request and contact you within 3 business days with availability.

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used only for the purpose of processing the Venue Rental Request Form and providing Venue Rental support. If you have any questions about the collection and use of this information please contact Legislative Services, Records and Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3