



# COMOX COMMUNITY CENTRE

FACILITY USE REQUEST FORM  
 250-339-2255 | [booking@comox.ca](mailto:booking@comox.ca)

## COMOX COMMUNITY CENTRE: 1855 Noel Ave. Comox

Please complete this request form and return to the Comox Community Centre  
 or email to our Facility Booking Clerk at [booking@comox.ca](mailto:booking@comox.ca)

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Today's Date:           |  | Organization Name: |  |
| Date Requested:         |  | Main Contact Name: |  |
| Room Requested:         |  | Phone:             |  |
| Rental Start/End Time:  |  | Alt Phone:         |  |
| Event Start/End Time:   |  | Email:             |  |
| Number of Participants: |  | Type of Event:     |  |

### DETAILS

|                                                   |            |         |            |
|---------------------------------------------------|------------|---------|------------|
| Rate Category (Check one):                        | Non-Profit | Private | Commercial |
| Non-Profit Number (required for non-profit rate): |            |         |            |
| Name of Caterer (if applicable):                  |            |         |            |
| Will you be serving alcohol?                      | Yes        | No      |            |
| Liquor permit number (if applicable):             |            |         |            |
| Do you have insurance (if serving alcohol)?       | Yes        | No      |            |
| Will music be played at your event?               | Yes        | No      |            |

### IMPORTANT NOTE:

If you will be serving alcohol on Town of Comox property, you must provide proof of a liquor permit as well as \$2,000,000 liability insurance (which includes alcohol liability) and names the Town of Comox as an "Additional Insured".

For more information on applying for a liquor permit, please visit: <https://justice.gov.bc.ca/lcrb/sep>

For more information on special event liability insurance, please visit: <https://comox.instantriskcoverage.com/login>

### User is responsible for:

1. All terms set out in the License to Use Contract
2. Obtaining all required Licenses and Permits
3. Vacating premises as scheduled
4. Any additional janitorial fees which may apply
5. Any after hours fees which may apply

*\* Please complete pages 2 and 3 for any equipment and set-up requirements*

**Please check equipment needed and indicate the number required where applicable  
(i.e., 20 Chairs)**

**IMPORTANT NOTES:**

- If you are using a caterer, it is expected that they supply and clean their own dishes.
- If you require the use of our dishes, there will be an additional janitorial cost of \$35/hr for cleaning.
- If the caterer would like to use and clean our dishes, the commercial kitchen must be added to your rental.

|  |                          |  |                              |
|--|--------------------------|--|------------------------------|
|  | <b>Round Tables</b>      |  | <b>TV</b>                    |
|  | <b>Rectangle Tables</b>  |  | <b>DVD Player</b>            |
|  | <b>Chairs</b>            |  | <b>Stereo</b>                |
|  | <b>Podium</b>            |  | <b>Power Point Projector</b> |
|  | <b>Flip Chart</b>        |  | <b>PA System</b>             |
|  | <b>White Board</b>       |  |                              |
|  | <b>Dry Erase Markers</b> |  |                              |
|  |                          |  |                              |
|  | <b>Floor Hockey</b>      |  | <b>Disk Golf</b>             |
|  | <b>Gym Balls</b>         |  | <b>Mats</b>                  |
|  |                          |  | <b>Volleyball/Net</b>        |
|  |                          |  | <b>Pickleball Set</b>        |
|  |                          |  |                              |

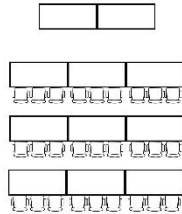
## Room Layouts

The following layouts are the most commonly used for meetings and banquets; however, we will be pleased to assist or make other recommendations, should you require a special layout tailored towards your presentation or function.

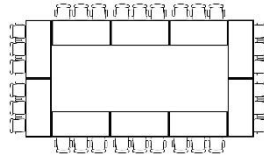
### Theatre



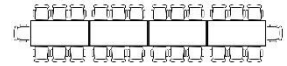
### School



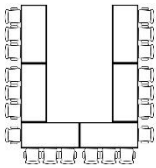
### Hollow Square



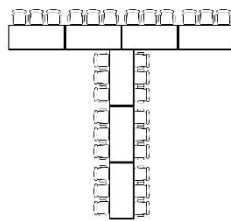
### Boardroom



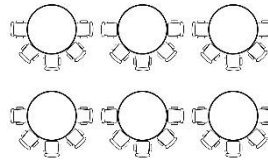
### U Configuration



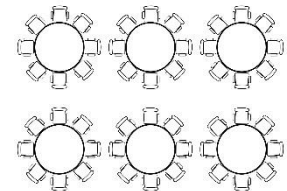
### T Configuration



### Semicircular Round Tables (5)



### Semicircular Round Tables (8)



### Layout requested:

*\*NOTE: Round tables are only available in MP Hall/Gyms. Rectangle tables only available in rooms A, B, and/or C*

### Set-up notes & additional info: