



COMOX COMMUNITY CENTRE

FACILITY USE REQUEST FORM
250-339-2255 | booking@comox.ca

MARINA PARK: SPINNAKER AND GENOA BUILDINGS

initials

Maximum capacity per building: 23 (set by Fire Marshal)
 Rooms come equipped with chairs (23), square tables (6), fridge, stove, sink and washroom.
 Rooms are equipped with password protected Wi-Fi.
 Conferencing equipment, kitchen supplies or dishes are not provided.
 User is responsible for all set-up and clean-up (including garbage and recycling)
 Full payment is due at the time of booking.
 Key may be picked up a half hour prior to rental start time at the Comox Community Centre. A lost key charge of \$250 will be applied to any unreturned keys.
 If your rental starts or ends outside of regular Community Centre business hours, early pick-up/late drop-off of the key may be arranged.

IMPORTANT: If you plan to serve alcohol in the buildings, you will need to apply for a liquor permit. The following link will provide information on this: [Liquor Permit](#). You will also need to provide proof of \$2 million liability insurance which names the Town of Comox as "additional insured". Here is a link for Special Events Liability: [Special Event Insurance](#). You can also check with your insurance provider to see what is available.

For more information or to check availability, please contact booking@comox.ca or phone 250-339-2255

RENTAL RATES

	Commercial	Private	Registered Non-Profit
Hourly Rate (Rentals 4hrs or less)	\$35	\$27	\$21
Day Rate (Rentals more than 4 hours)	\$219	\$184	\$137

Please complete the below form and submit to the Booking Clerk at booking@comox.ca or in person at the Comox Community Centre 1855 Noel Ave, Comox, BC V9M 2H4

Today's Date:		Contact Name:	
Date Requested:		Phone:	
Rental Start Time:		Alt Phone:	
Rental End Time:		Email:	
Room Requested:	Spinnaker	Mailing Address:	
	Genoa		
	Either/No preference		
Type of Event:		Will alcohol be served:	Yes No
Number of Participants:		Will music be played:	Yes No
Rate Category (check one):	Non-Profit	Private	Commercial
Non-Profit Number:			(Required for non-profit rate)