



## Rental Request Form

For use of facilities at Douglas Park Community Centre

EVENT NAME		# OF GUESTS	
DATE(S) REQUESTED	TIMES REQUESTED (please account for time needed for set up and clean up)	PREFERRED ROOM (if any)	
1			
2			
3			
NATURE OF EVENT (provide a brief description)			
REQUIRED QUESTIONS		YES	NO
Is your event religious or political in nature or hosted by a religious or political organization?			
Will your event be advertised and open for the public at large to attend?			
Will the media be present at your event?			
Do you intend to sell tickets or charge admission for your event?			
Will you be serving alcohol at your event?			
Will you be serving food and/or beverages at your event?			
Will you be hiring third-party entertainment for your event?			
Will you be playing recorded/copyrighted music at your event (\$32.88 fee)?			
If yes to the previous question, will there be dancing as well (\$65.77 fee)?			
FULL NAME			
ADDRESS		PHONE	
EMAIL ADDRESS			

Email completed forms to [DouglasPark.CommunityCentre@vancouver.ca](mailto:DouglasPark.CommunityCentre@vancouver.ca).

Please note that submission of this form does not guarantee a room booking. Office staff will respond to your request by email or phone as soon as possible, within 5 business days.