

Open form in Adobe Reader to use the Submit by Email button.

RENTAL REQUEST FORM



CONTRACT #: **FA-** _____

DATE: _____

ADMIN USE 1 2 3 4 5 6

USER INFORMATION

ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

PHONE: _____

E-MAIL: _____

ALTERNATE CONTACT INFORMATION: _____

FACILITY BOOKINGS

EMAIL: info@panoramarec.bc.ca

Panorama Recreation Centre

Arena Concourse Room
Boardroom
Island Room
Poolside Room
Parking Lot

Greenglade Community Centre

Room 5 - Small Fitness Studio
Room 6 - Classroom
Gymnasium

Central Saanich Cultural Centre

Room A Room B

North Saanich Middle School

Multipurpose Room Full 1/2 or 1/3
Gymnasium Full Half
Science or Textiles Room

****Other CRD Space** not listed here (w/ Mgmt Prior Approval). List location: _____

CENTENNIAL PARK BOOKINGS

EMAIL: Bethany Schaftlein at bschaftlein@panoramarec.bc.ca

Fieldhouse Picnic Shelter 1 2 3

POOL BOOKINGS

EMAIL: Martin Henderson at mhenderson@panoramarec.bc.ca

ARENA BOOKINGS

EMAIL: Ryan Smith at rjsmith@panoramarec.bc.ca

Arena A

Arena A (Ice) Arena A (Dry Floor)

Arena B

Arena B (Ice) Arena B (Dry Floor)

PURPOSE & DATE OF REQUEST

PURPOSE OF RENTAL: _____

OF PARTICIPANTS: _____

OF SPECTATORS: _____

AGE / GROUP: Age 18 Years & Younger Age 19 Years & Older Commercial Use Birthday / Party

DAY/S REQUESTED: M Tu W Th F Sa Su TO M Tu W Th F Sa Su

DATE/S REQUESTED: YYYY/MM/DD TO TIME REQUESTED: AM PM TO AM PM

LIABILITY/INSURANCE- Proof of insurance required for all rentals.

Insurance can be purchased online through [InstantRisk crd.instantriskcoverage.com/login](http://InstantRisk.crd.instantriskcoverage.com/login)

ADDITIONAL REQUESTS

***ACKNOWLEDGEMENT** - All facility rental requests require two weeks notice. Your rental contract **MUST BE SIGNED & insurance in place within 14 days and the RENTAL FEE PAID as per contract to confirm the booking. Failure to comply will result in the loss of the booking date & payment.**

***Notice of cancellation must be received 10 days prior to the event for facility room rentals to receive a full refund.**

***NSMS bookings are subject to mandatory CRD/Panorama supervisory staffing requirements. Additional fees will be applied.**

***Please contact Reception at 250-656-7271 to make your payment or address any questions.**

*ADMIN LEGEND - 1-Signature 2-Insurance 3- Payment 4-Mgmt Approval 5-File 6-Keys Issued