

Bowen Library Room Rental Application Form

Client Information

Name of Organization:			
Complete Address:			
Contact Person (s):			
Phone #:			
Email:			

To qualify for the non-profit rate, please provide registered Societies number or describe the activities and goals of your organization.

Room Information

Room Requested		Date(s) Requested		
Type of Program				
Event Title			Estimated Attendance	
Room Access Time		Event Start Time		Time of Exiting Room

Is your event open to the public? Yes No

Are you charging an entry fee or soliciting donations? Yes No If charging entry, how much? _____

Additional Services

Do you require use of the kitchen? (Sink, appliances, dishes, towels, etc.) Yes No *(A fee is charged for all kitchen use)*

If food and/or beverages are to be served, what type?

Will alcohol be served? Yes No

(Permission must be requested from the library to serve alcohol on Cove Commons or Library property. If permission is granted, client must apply for a "Special Occasion License" and provide a copy to the Library prior to rental.)

I have read and agree to the Terms of use as outlined in this application form and agree not to contravene the Criminal Code of Canada and the Human Rights Act of B.C.

Click the agree box or sign below

Date:		Signature of applicant	
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Please email your completed application form to bookings@bowenlibrary.ca or drop off with library staff.

