

THE KERRISDALE COMMUNITY CENTRE SOCIETY

APPENDIX A: APPLICATION FOR USE OF KERRISDALE COMMUNITY CENTRE FACILITIES BY AN EXTERNAL GROUP

Date of Application:

Name of Organization requesting space:

Is Organization a Non-profit or Registered Charity?

Organization Contact Name:

Contact Phone:

Contact Email:

Name of Person making application (if different from above):

Date of Event:

Required Start Time (including your set up time):

Event End Time (including your clean up time):

Please describe event in much detail as possible:

What kind of space is required (room type or size, outside space):

How many people are expected?

What activities are planned at this event

Set up requirements (are chairs and tables, audio-visual equipment, required?)

Is there a charge for equipment use?

Who is responsible for setup and cleanup?

Estimated staff time required:

Is food going to be served (by whom?)

Will liquor be served?

If yes, has a Liquor License been obtained?

Who in the group has a Serve-it-Right Certificate?

Is entertainment part of the event (live or recorded music, speakers, or entertainers)? Please describe.

Other notes:

TO BE COMPLETED BY KCCS STAFF:

Is suitable space available at the Centre?

Will event interfere with any other events in the Centre?

Please describe how allowing this event will further Mission, Goals, Policies and Strategies of the Centre

Has a full or partial reduction of charges been requested?

Does the event meet the criteria for reductions? Please explain.

Does the request need Rentals Committee approval?

Expected Rentals Committee meeting review date:

Expected /required approval date: