



**COMMUNITY BOOKINGS APPLICATION FORM**

(Application MUST be completed in FULL)

**IMPORTANT:**

- All requests must be submitted **at least three (3) months in advance** of request date(s) to the Guest Services Centre or the Administration Office.
- Allow two (2) full weeks for your application form to be reviewed, and for the Bookings Manager to contact you. Bookings are not approved until you receive a Community Bookings Agreement.

**Section A – ORGANIZATION DETAILS**

ORGANIZATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CITY: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

NON-PROFIT/CHARITABLE ORGANIZATION NUMBER: \_\_\_\_\_

**ORGANIZATION DESCRIPTION:** *What does your organization do, (in 25 words or less)? (Attach a pamphlet if available.)*

\_\_\_\_\_  
\_\_\_\_\_

**Section B – PAST DISPLAYS AT THE PEN CENTRE**

*When was the last time your organization had a display or special event at the Pen Centre? (Please supply date(s) and brief details of display or event.)*

\_\_\_\_\_  
\_\_\_\_\_

**Section C – CURRENT EVENT DETAILS**

Preferred Date(s): First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**What is the purpose of your display or coming event, (in 25 words or less)?**

\_\_\_\_\_  
\_\_\_\_\_

**Special Requirements:** We will supply the following items for your display. Please check what is needed and specify the quantity of chairs.

**NOTE:** If extra tables and chairs are required, rentals are available. Rental fees apply.

- 6-foot Skirted Table (1)
- 22" x 28" Metal Poster Holder (1)
- Chair (maximum of 2) \_\_\_\_
- Power Supply

**Ensure Rules and Regulations are reviewed and communicated with Event / Booth volunteers**

**EMAIL:** [penguetservices@20vic.com](mailto:penguetservices@20vic.com) **FAX:** 905-682-5900