



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.

- | | |
|--|--|
| <input type="checkbox"/> 6-foot Skirted Table (1) | <input type="checkbox"/> Chair (maximum of 2) ____ |
| <input type="checkbox"/> 22" x 28" Metal Poster Holder (1) | <input type="checkbox"/> Power Supply |

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

EMAIL: penquestservices@cushwake.com **FAX:** 905-682-5900