

2024 Booking Request Form



CVRD Exhibition Grounds, January 1 – December 31, 2024

*Please see Fees Bylaw & Map for more information (please complete a separate form for each event)!

Please return the completed form to CVRD Sports Centre Administration Office (by Monday November 6, 2023)

3001 Vanier Drive, Courtenay, B.C. V9N 5Y2 Email: drobinson@comoxvalleyrd.ca

Organization:	Contact Person:
Address:	
Phone:	
Email:	
Event Name/Activity:	# of Spectators: # of Participants:

FACILITIES REQUESTED:	Dates Required:	Start Time:	End Time:
Lower Field Includes Show Riding Ring, Warm Up Ring, Washrooms and Show Ring Announcers Booth. No additional cost for use of Activity Room C if it is available.			
Upper Ring Includes North Field, Washrooms and Upper Riding Ring Announcers Booth. No additional cost for use of Activity Room B if available.			
Rotary Bowl Includes Washrooms. Please note: no equestrian events permitted!			
Market Field & South Parking Lot Includes Washrooms. Please note: no equestrian events permitted!			
Stonehenge Open Riding Ring Please note: no washrooms! This area may only be booked in conjunction with the rental of other fields/riding ring, and when not in use by Stonehenge Public Stable Users.			
Stonehenge Covered Ring Please note: no washrooms!			
Therapeutic Indoor Riding Ring & Barn Please note: Therapeutic Barn Washrooms and Lounge are not included! No washrooms! The Therapeutic Barn is not available Mon-Fri from 6:00am-6:00pm from Sept-June due to Therapeutic Riding Program.	Dates/Days of the Week:	Start Time:	End Time:
Dove Creek Field Please note: no washrooms! This area may only be booked in conjunction with the rental of other fields/riding rings. This area is available mid-June to late August only and during periods not in use by the CV Therapeutic Riding Society.			
Kin Hut Field Please note: no washrooms!			
North Field Please note: no washrooms!			
Activity Room A 39' x 19'			
Activity Room B 23' x 11'			
Activity Room C 15' x 11'			

Check Off if Required:	Dates Required:
<input type="checkbox"/> Therapeutic Barn Stalls (1-12)	
<input type="checkbox"/> Lower Barn Stalls (1-24)	
<input type="checkbox"/> Portable Stalls (1-26)	
<input type="checkbox"/> Camping (includes power and water)	
<input type="checkbox"/> Daily Electricity (specify in what area it is required, excluding power for camping)	
<input type="checkbox"/> Electricity for Large Events (requiring permit(s) to operate event)	
Extra fee for camping and stalls will be added at the conclusion of the event if applicable. Daily camping and stall numbers will be tallied <u>each</u> day during the event by the CVRD and an appointed group contact.	

Additional Information:

If an organization wants to setup equipment in an area before an event day, or if the event requires tear down days – please include those dates in the request boxes above. Any time riders/horses are on site an area must be booked and camping/stabling of horse extra fees may apply.