

# 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](mailto:drobinson@comoxvalleyrd.ca)

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

FACILITIES REQUESTED:	Dates Required:	Start Time:	End Time:
<b>Lower Field</b> 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.			
<b>Upper Ring</b> Includes North Field, Washrooms and Upper Riding Ring Announcers Booth. No additional cost for use of Activity Room B if available.			
<b>Rotary Bowl</b> Includes Washrooms. Please note: no equestrian events permitted!			
<b>Market Field &amp; South Parking Lot</b> Includes Washrooms. Please note: no equestrian events permitted!			
<b>Stonehenge Open Riding Ring</b> 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.			
<b>Stonehenge Covered Ring</b> Please note: no washrooms!			
<b>Therapeutic Indoor Riding Ring &amp; Barn</b> 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:
<b>Dove Creek Field</b> 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.			
<b>Kin Hut Field</b> Please note: no washrooms!			
<b>North Field</b> Please note: no washrooms!			
<b>Activity Room A</b> 39' x 19'			
<b>Activity Room B</b> 23' x 11'			
<b>Activity Room C</b> 15' x 11'			

Check Off if Required:		Dates Required:
	Therapeutic Barn Stalls (1-12)	
	Lower Barn Stalls (1-24)	
	Portable Stalls (1-26)	
	Camping (includes power and water)	
	Daily Electricity (specify in what area it is required, excluding power for camping)	
	Electricity for Large Events (requiring permit(s) to operate event)	
<b>Extra fee for camping and stalls will be added at the conclusion of the event if applicable.</b> 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.