2027 Booking Request Form

CVRD Exhibition Grounds, January 1 – December 31, 2027

*see Fees Bylaw & Map for more information **(Complete a separate form for each event)**

Please return the completed form to CVRD Sports Centre Administration Office

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

Group Name:	**Contact Name:**
Address:	
Phone:	
Email:	
Event Name/Activity:	# of Spectators: Participants:

FACILITIES REQUESTED:	**Dates required**	**Start Time**	**End Time**
Lower Field (includes Show Riding Ring and Warm Up Ring, Washrooms, Announcers booth and Activity Room C)			
Upper Ring (includes North Field, Washrooms, Upper Riding Ring Announcers booth and Activity Room B)			
Rotary Bowl (includes Washrooms) *No equestrian events permitted			
Market Field & South Parking Lot (includes Washrooms) *No equestrian events permitted			
Stonehenge Open Riding Ring *No Washrooms, Daily rate. This area may only be booked in conjunction with the rental of other fields/riding ring, and when not in use by other Stonehenge public stable users.			
Stonehenge Covered Ring *No Washrooms			
Therapeutic Indoor Riding Ring & Barn Therapeutic barn washrooms and lounge are not included *No washrooms The Therap. Barn is not available Mon-Fri 6am-6:00pm Sept-June, due to Therapeutic Riding program.	**Dates/Days of the week**		
Dove Creek Field *No Washrooms. Daily rate 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 Comox Valley Therapeutic Riding Society.			
Kin Hut Field *No Washrooms. Daily rate			
North Field *No Washrooms. Daily rate			
Activity Room A 39' x 19'			
Activity Room B 23' x 11'			
Activity Room C 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 (which is included in the camping fees)	
	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 resolved each day during the event, by the CVRD and an appointed group contact.		

Additional information:

- If groups want 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.

Recreation Facility Rental and Booking Policy Declaration:
I/We confirm our obligations under the BC Human Rights Code and the Criminal Code of Canada to refrain from the promotion of hatred and discrimination. In addition, I/we confirm our obligations under the CVRD Recreation Facility and Rental Booking Policy which prohibits the use of CVRD facilities to promote hatred and discrimination against any person or group based on a ground of discrimination prohibited by law such as Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression.
I/We acknowledge that failure to comply with this Declaration of Commitment and the Rental Booking Policy to the satisfaction of the CVRD may result in the termination of the rental contract. ☐

Signature: Date: