

2019 Booking Request Form

CVRD Exhibition Grounds, January 1 – December 31, 2019

*2019 fees noted on back of form



Please return the completed form to CVRD Sports Centre Administration Office

(by Monday November 5, 2018)

3001 Vanier Drive, Courtenay, B.C. V9N 5Y2 Fax: 250 334-1042 Email: recreation@comoxvalleyrd.ca

(Complete a separate form for each event)

GROUP NAME: _____ CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

EVENT: _____ Expected #'s Spectators _____ Participants _____

FACILITIES REQUESTED:	Event Dates	Start Time	End Time
ZONE A - Dove Creek Field			
ZONE B - Lower Field, Lower Ring, Warm-up Ring			
ZONE C - Rotary Bowl			
ZONE D - Therapeutic Barn Ring The Therap. Barn is not available Mon-Thurs 6am-6:30pm & Fri 6am-6pm Sept through June, due to Therapeutic Riding program.			
ZONE E - Upper Ring & Field			
ZONE F - Market Field, Office Lawn			
ZONE G - Kin Hut Field No charge, if other areas are also booked			

Additional information:

If groups want to setup equipment in a zone before an event day, or if the event requires tear down days – please complete the boxes below. *50% zone rates apply. Also a zone must be booked (setup box below) if riders and/or horses are arriving the afternoon/evening before the event starts, for camping and/or stabling of horses. A group representative must camp, for overnight supervision of horses if they are being stabled.

Setup Dates Required:	Zone(s) Required	Start Time	End Time

Tear Down Dates Required:	Zone(s) Required	Start Time	End Time

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 (for food vendor) – specify which zones power 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.

CVRD Exhibitions Grounds, fees and charges 2019

Zone A- Dove Creek Field - Taxes extra

Washrooms not included. This area may only be booked in conjunction with another area. This area is available June to September only and during periods not used by Comox Valley Therapeutic Riding and providing other areas have been booked.

Per hour	\$5.79
Daily rate	\$57.95

Zone B- Lower field, lower & warm up rings - Taxes extra

Up to 4 hours – washrooms not included	\$92.69
Daily rate	\$173.66

Zone C- Rotary Bowl - Taxes extra (no equestrian events)

Up to 4 hours – washrooms not included	\$132.45
Daily rate	\$231.79

Zone D – Therapeutic barn ring - Taxes extra

Up to 2 hours – washrooms not included	\$34.77
Up to 3 hours – washrooms not included	\$52.63
Up to 4 hours – washrooms not included	\$69.55
Daily rate	Applies Saturday & Sunday \$115.90
Storage area –weekly	Must book barn ring \$13.60

Zone E – Upper ring & field - Taxes extra

Up to 4 hours – washrooms not included	\$63.76
Daily rate	\$115.90

Zone F – Market field & office lawn - Taxes extra (no equestrian events)

Up to 4 hours – washrooms not included	\$75.33
Daily rate	\$144.87

Zone G – Kin hut field - Taxes extra

If booking other area	No charge
If booking only this area – per hour – washrooms not included	\$5.79
If booking only this area, daily rate	\$57.97

Miscellaneous fees - Taxes extra

Camping, rate per day, per camping unit (tent, camper, trailer, rv etc)	\$16.17
Setup/tear down in Zones A to G	50% of daily rate
Stalls per day	\$13.60
Washrooms – per day**	\$67.25

**Included with all rentals, unless otherwise indicated

Electricity (for events requiring hydro to operate event)

Electricity – per day, per zone rented	Flat rate of \$15.65 per day zone rented
Electricity for large events requiring permit(s) to operate event	Hydro will be charged on a usage basis plus a 15% administration fee. A deposit is required prior to event

*NEW

Zone A to G packages – Taxes extra

#1 Rate per day – electricity, water, stalls and camping not included	\$911.64
#2 Rate per day - electricity and water not included	\$1476.85