

## REQUEST FORM - 2018/2019 ICE SEASON

TEAM OR GROUP NAME: \_\_\_\_\_

BOOKING CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TREASURER: NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(If different than booking contact)

### ICE REQUESTED:

PRE-SEASON: September 4-30, 2018 (after Labour Day)		
Day of the week:	Dates:	Time: (start time/end time)

REGULAR SEASON: October 1, 2018 – March 31, 2019		
Day of the week:	Dates:	Time: (start time/end time)

### CANCELLATIONS: List any dates not required

Dates:	Day of the week	Time: (start time/end time)

\*other cancellations may occur, as per the ice allocation policy, special events, and Jr B playoffs

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Form to be returned by Monday June 11, 2018

#### THREE WAYS TO SUBMIT YOUR REQUEST:

1. Drop off booking requests to the administration office, 3001 Vanier Drive Courtenay
2. Fax booking request to 250 334-1042
3. Email your request to [recreation@comoxvalleyrd.ca](mailto:recreation@comoxvalleyrd.ca)
  - A separate written request should be included, for each special event (include details), i.e. tournaments, playoffs, skating competitions, meeting rooms, lobby or table/chairs required.
  - For inquiries about facility bookings call 250 334-9622, extension 233

## REQUEST FORM - SPRING 2019 SEASON (ice/dry floor)

TEAM OR GROUP NAME: \_\_\_\_\_

BOOKING CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TREASURER:** NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(If different than booking contact)

### ICE REQUESTED:

SPRING SEASON: April-May, 2019 Dates T.B.A.		
Day of the week:	Dates:	Time: (start time/end time)

### CANCELLATIONS: (Specify dates not required)

Day of the week:	Dates:	Time: (start time/end time)

**DRY FLOOR REQUESTED:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

SPRING SEASON: April -July, 2019 Dates T.B.A.			
Day of the week:	Dates:	Time: (start time/end time)	Specify, game or practice

### CANCELLATIONS: (Specify dates not required)

Day of the week:	Dates:	Time: (start time/end time)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Form to be returned by Monday June 11, 2018

#### THREE WAYS TO SUBMIT YOUR REQUEST:

1. Drop off booking requests to the administration office, 3001 Vanier Drive Courtenay
2. Fax booking request to 250 334-1042
3. Email your request to [recreation@comoxvalleyrd.ca](mailto:recreation@comoxvalleyrd.ca)
  - A separate written request should be included, for each special event (include details), i.e. tournaments, playoffs, skating competitions, meeting rooms, lobby or table/chairs required.
  - For inquiries about facility bookings call 250 334-9622, extension 233