

**REQUEST FORM - SPRING 2018 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, 2018 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, 2018 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 May 15, 2017**

**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