

# Facility Rental Request

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

You will receive a response within THREE BUSINESS days from receipt of your request.

<b>Applicant Information:</b>					
Applicant Name (s):			Phone No:		
Organization (if applicable):			Society Number:		
Civic Address:			Email:		
City/Province:			Postal Code:		
<b>Rental Information:</b>					
Purpose of Rental:			Date(s) of Rental:		
Number of Participants/Spectators:			Time(s) of Rental:		
<i>*Special Events: Organizers must submit Special Event Permit Application with Application.</i>					
<b>Facilities Requested: (check all applicable)</b>					
Frank Jameson Community Centre	Gymnasium	Meeting Room	Program Room	Rec Room	Pool
Transfer Beach	Amphitheatre	Kinsmen Shelter	Sportsman Shelter	Power	
	Horseshoe Pitch	Upper Field	Lower Field	Park Permit	
Aggie Hall	Hall	Kitchen		Sound System	
Sports Fields	Forrest Field	½ Forrest Field	½ Lights	Full Lights	Aggie Field 1
	Holland Creek Field 1	Holland Creek Field 2	High Street Ball Field	Davis Road Ball Field	Aggie Field 2
<b>Additional Information:</b>					
<b>Office Use Only – Rental Response Information</b>			<b>Application Received Date:</b>		
Facility Agreement #:		Staff Initial:		Date:	

Submit completed application by:

 Email: [bookings@ladysmith.ca](mailto:bookings@ladysmith.ca)

 In-person: Frank Jameson Community Centre 810 – 6<sup>th</sup> Ave, Ladysmith

For more information 250.245.6424

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