

## Client Needs and Information

Received by (office staff name) \_\_\_\_\_

**Please Help Us Help You!** Take a few minutes and fill out the form below. CLR = Cowichan Lake Recreation

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ Contract No. \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ No. of people attending: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Location: \_\_\_\_\_

**1. Will you have liquor at your event?**

Yes  No

**2. You will need to provide a copy of a Special Occasion License (SOL) obtained from the liquor store. Have you done this?**

Yes  No  N/A

**3. Where will your bar be located? N/A**

Upper Hall (Youbou and Centennial)      Main Hall (Mesachie and Honeymoon Bay)      Lower Hall (Youbou and Centennial)  
Multipurpose Room      Other: \_\_\_\_\_

**4. Who will be bartending your bar? N/A**

You (SOL)       CLR Bar        CLR Bartending Service (fees apply ask for details)  
Other: \_\_\_\_\_      Bar Hours: \_\_\_\_\_

**5. Who will be catering your event?**

N/A       You       CLR Catering       Other: \_\_\_\_\_

*Note: If CLR is catering, fees will be applied to your rental contract. Please ask for details and price quotes.*

**6. If using the Hall Kitchen Facility, will you need any equipment? (refer to Renter's Needs form for availability)**

Yes       No       N/A

**7. You will need 3<sup>rd</sup> party liability insurance in the minimum amount of \$2,000,000 (two million dollars) naming the CVRD as additional insured. Do you want us to provide a quote for you?**

Yes       No       N/A

**8. Based on your quote do you wish to purchase SBC insurance through CLR?**

Yes       No       N/A       Details (office use only): \_\_\_\_\_

**9. Will you need audio or visual equipment from CLR?**

Yes       No

*Note: If you require audio or visual equipment from CLR we will require an additional \$100 minimum damage deposit from you.*

**10. If so check off what components you need.**

Mic	CD Player	Star Balls
Stand	Flip Chart	Podium
PA System	DVD Player	Screen
TV		

**11. Where do you need your audio or visual equipment?**

Upper Hall (Youbou and Centennial)       Main Hall (Mesachie and Honeymoon Bay)       Stage   
Lower Hall (Youbou and Centennial)       Multi-Purpose Rm.   
Other: (Please be specific) \_\_\_\_\_  
N/A

**12. Who will be doing your setup? N/A**

You       CLR staff       Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required for setup, fees will be applied to your rental contract. Please ask for details and price quotes.*

**13. If CLR Facility Staff are doing your setup have you provided a floor plan showing where you want things?**

Yes       No

**14. Who will be doing your breakdown? N/A**

You       CLR staff       Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required for breakdown, fees will be applied to your rental contract. Please ask for details and price quotes.*

**15. Have you been given first option for clean-up the following day of your event? N/A**

Yes       No       Date: \_\_\_\_\_      Time given: 6am - 11am

**16. If you require tables and chairs from a facility other than the one you have rented, who will be transporting this equipment to and from the original location? N/A**

You       CLR Facility Staff       Other: \_\_\_\_\_

*Note: If CLR Facility Staff are required to transport equipment, a fee will be applied to your rental contract. Please ask for details and price quotes.*

**17. You are required to provide the office with a damage deposit equal to \$200 per facility. Have you done this? (Extra damage deposit fees may apply).**

Yes       No       N/A

**You are required to provide the office with a damage deposit for kitchen equipment. Have you done this?**

Yes       No       N/A

**18. Who will be picking up the key to the facility on your behalf?**

You       N/A       Other: \_\_\_\_\_

*Note: keys will be made available to you the day before your start time at the arena office between 9:30 a.m. and 4:30 p.m. If you are renting the Youbou Hall you may have to come to the Youbou Hall office to pick up a key and run through the alarm code process so please make arrangements to do this.*

**19. Do you wish to advertise your event on one of our signs? Yes      No**

**Please provide wording on the lines below. We will put your message up for one week prior to your event date.**      Centennial Hall Sign      Road Sign East Side      Road Sign West Side

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*Thank you for taking the time to help us help you!*