



Lambrick Park Church
1780 Feltham Road, Victoria, BC V8N 2A5
250-477-9721 office@lambrick.com
www.lambrick.com

BOOKING REQUEST FORM Event Date: _____

Please complete this form in full and return to the office in person or by email.
Reservation is tentative until this form is received and processed, and deposit is received.

Organization: _____ Contact Name: _____
Date Forms Submitted _____ Secondary Contact: _____
Email: _____ Phone (cell): _____ (Alternate): _____
Event Type: _____ # People Attending: _____
Set up arrival time: _____ Event Starting Time: _____ Event Ending Time: _____ Clean up exit time: _____
Rehearsal or extensive set up / prior to event? [] Yes [] No Details: _____
Total Hours Needed (including set up, clean up, rehearsal etc): _____ Alternate Date Choice: _____
If this is a repeat event then: [] Daily [] Weekly [] Monthly [] Other _____
Repeat start date: _____ Repeat ending date: _____

Room(s) & Capacity
[] 200/ Sanctuary 450 / 220+tables
[] 208/ Cafe 100
[] Café Area 20
[] 101 (Youth) 50
[] 102 (Kids) 50
[] 104 30
[] 105 30
[] Kid Care 12

Equipment & Specialty Items *fees may apply
[] Decorative Swag Lights *additional charge
[] Long Tables (6ft seats 6) # _____/8
[] Long Tables (8ft seats 8) # _____/11
[] Round Tables (5ft seats 8) # _____/20
[] Chairs # _____/450
[] Music Stand(s) # _____/10
[] Microphone(s): # _____
[] White Boards # _____/3
[] Projector and screen (Room 200, 102)
[] Computer and 40" TV (Room 208)

Kitchen
Will you need Kitchen Facilities? [] Yes [] No
Food Safe Certificate [] Yes [] No
Please describe your needs: _____
[] Coffee/Tea/Beverages
[] Prep Food
[] Fridge
[] Ovens
[] Special Beverage Service *License required

[] Technician(s) * mandatory for large events
[] Operate sound system
[] Operate, screen and lights
[] Operate presentation software
[] Play recorded music from device
[] CD [] USB [] tablet [] other _____

* Note: for large or more complex events, both a sound and a media technician may be required.

[] Staff Support *mandatory for large events
[] General building accessibility and support

*Starred items are at additional cost ~ see fee sheet.

Please provide more detail about your event:

General: _____

Pre-Event Setup: (Mainly renter's responsibility) _____

Post-Event Cleanup: (Renter's responsibility) _____

Decorations/Display: (Renter's responsibility) _____

Food/Catering: (Renter's responsibility) _____

Audiovisual (include details of presentation): _____

Special Requirements/Other: _____

Office Use Only:

<input type="checkbox"/> LPC Ministry	<input type="checkbox"/> LPC Non-Ministry	<input type="checkbox"/> Outside Ministry/Partner	<input type="checkbox"/> Outside Non-Ministry
Room(s) Rental	\$ _____	Booking confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Janitorial	\$ _____	Security deposit received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical Services	\$ _____	Amount: \$ _____	
Other	\$ _____		
Total owing	\$ _____		

Building Accessibility: Code required Yes No Key(s) issued Yes - No Key(s) # _____

Notes: _____

Coordinated by: _____ Date: _____

Entered in PCO inform Wiseways inform other building tenants Inform / reschedule janitorial

Services: chair set up: _____ lights _____ sound technician _____ Staff _____

When considering bookings, Lambrick Park Church ministry events will be given priority; then Lambrick Park Church sponsored non-ministry events followed by outside group ministry events. All other events will be considered on a case-by-case basis.
No Alcoholic beverages are sold on the premises, and can only be served by prearrangement, with appropriate permits.