



Active Living & Culture
Parkinson Recreation Centre
1800 Parkinson Way
Kelowna, BC V1Y 4P9
kelowna.ca

Rental Enquiry

Please submit completed form to Parkinson Recreation Centre. Staff will be in contact to discuss the possibility of accommodating your event. Completion of this form does not guarantee a booking.

Date of Application:		
Organization Name:		
Applicant Name:		
Mailing Address:		
City:	Province:	Postal Code:
Phone:	Alternate Phone:	
E-mail Address:		
Signing Authority for Event:		
Registered Non-Profit Society (if applicable) #		
Have you rented a City of Kelowna facility before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, please provide the name and/or date of the event, and/or organizations name.		

Event Category Type			
<input type="checkbox"/> Commercial/Business	<input type="checkbox"/> Private	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Other
Event Sub-category			
<input type="checkbox"/> Sale or Show	<input type="checkbox"/> Workshop or Education	<input type="checkbox"/> Dance	
<input type="checkbox"/> Religious Service/Celebration	<input type="checkbox"/> Wedding/Birthday	<input type="checkbox"/> Celebration of Life	
<input type="checkbox"/> Meeting	<input type="checkbox"/> Other: _____		

Rental Request Information
Estimated number of guests expected?
Music will be played? <input type="checkbox"/> YES <input type="checkbox"/> NO
Liquor? <input type="checkbox"/> YES <input type="checkbox"/> NO
Insurance? <input type="checkbox"/> Include in quote or, <input type="checkbox"/> we have our own and will provide documentation upon booking

Will food and/or drink be served at your event? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Rental location requested? Indicate if known; if left blank, something suitable will be suggested.		
Event Schedule	Date	Time
Set up Start		
Event Start		
Event Finish		
Takedown		
If liquor will be served, please provide start time: _____		

Tell us about your event: (details should include activities on site during your event as well as purpose, theme, and any required equipment etc.)

To submit your rental enquiry

Mail or drop off: c/o Facility Rental Technician
 Parkinson Recreation Centre
 1800 Parkinson Way
 Kelowna BC V1Y 4P9

Fax: 250 862-3326

E-mail: recreation@kelowna.ca