



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

Rental Inquiry

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

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, etc.)

To submit your rental inquiry

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

All information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act and will only be used to create your rental contract. For more information, check out our Privacy statement at kelowna.ca/privacy-policy. Any questions regarding the collection of personal information should be directed to the Facility Rental Technician, 1800 Parkinson Way, Kelowna, BC, V1Y 4P9, 250 469-8957.