



# External Application

for Community use of Semiahmoo House Society's main floor meeting room

**HOW TO BOOK:** Email or fax completed application to the Director of Development:

Fax: 604 536-9507

Email: [z.peden@shsbc.ca](mailto:z.peden@shsbc.ca)

The approval of the Director of Development for the rental of the Semiahmoo House Society Facility is required for every Rental Contract.

**DATES AND TIMES REQUESTED:**

DAY of the WEEK	START DATE	START TIME	END TIME	FINISH DATE

<b>Will food/beverages be served?:</b> If yes, provide details:	<input type="checkbox"/> yes <input type="checkbox"/> no	<b>Expected attendance:</b>	
<b>Will fees or admission be charged?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	<b>If so, how much?</b>	\$
<b>Description of activity/use:</b>			
<b>Is this group a registered non-profit?</b> <i>If yes, you must provide registration # along with a copy of the certificate registering your group as non-profit.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no		

**NAME OF RENTAL GROUP:** \_\_\_\_\_

<b>Name of official in charge:</b>		<b>On Site Group Leader, if different from contact person</b>	
<b>Position with group:</b>		<b>Term of office:</b>	<b>From:      To:</b>
<b>Address:</b>		<b>City:</b>	
<b>Province:</b>		<b>Postal Code:</b>	
<b>Home phone:</b>		<b>Cell Phone:</b>	
<b>Work phone:</b>		<b>Fax Number:</b>	
<b>Email:</b>		<b>Emergency Contact:</b>	
<i>The Director of Development will contact you once a formal rental contract has been approved and prepared for your signature.</i>			