Springbrook Community Centre Booking Form

Name of Event:	
Date and Time:	
Location / Directions:	From Red Deer, travel south on Highway 2A, follow the Airport signs. Turn right at Springbrook (Twp. Rd. 372/Airport Drive). Follow Airport Drive to 34 Ave. (just before red fire hall), turn right again at 22 Ave. (next right) to Training Centre complex. Use main doors.
HOST: Organization: **Contact:** **Phone:** **E mail:**	
Event Description: **(Purpose of use)**	
Anticipated Attendance:	
Rental Rate: (see Rental Rate Information Sheet)	$ _____
Security: **Janitor:** **Alcohol License:**	**Yes** ___ **No** ___ **(INTERNAL USE ONLY)** **Yes** ___ **No** ___ **Yes** ___ **No** ___
Conditions of Use:	Payment in full is due at time of booking. Amendments to this agreement in the form of changes or cancellations must be made no later than 7 days prior to the scheduled event/activity. In the event of a cancellation within 7 days of the event, 20% of the payment will be withheld as an administration fee. Cancelled bookings with less than 3 days notice will not receive any refund.
Security/Cleaning Deposit:	$ _____
Form of Payment:	**CASH**_____ **CHEQUE**_____

Comments: