STRATHCONA COUNTY

County Hall or Community Centre Room Rental – Request

Facility Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7
Phone 780-410-8505 **Fax** 780-464-8050
e-mail ccbookings@strathcona.ca

Organization or group name _____

Contact name _____

Phone number _____ Fax number _____ (if applicable)

E-mail _____

Is this booking for your own organization or group? If not, who are you booking for? _____

Is this a not for profit organization? ☐ yes ☐ no

Type of function or activity _____

How is this connected with the County?

☐ not connected

☐ County business ► _____ (explain connection)

Purpose or details of booking _____
(The facility must only be used for the purpose it was booked.)

Proposed date(s) requested	Proposed start time	Proposed end time	Approximate number of attendees

Completed forms can be submitted to:

Attention: Event Booking Assistant
County Hall & Community Centre
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

Note: An electronic copy of this form can be accessed through the forms section of our website and submitted by email.
http://www.strathcona.ca/files/files/at-lls-forms-fac22041-countyhallorcommunitycentreroomrental-request.pdf

Collection and use of personal information
Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to coordinate Community Centre and County Hall room bookings. If you have questions regarding the collection, use or disclosure of this information contact the Event Booking Assistant at 780-410-8505.

FAC 22041-E 2016-06-21

SUBMIT

Submitting this form electronically requires Adobe Reader 9.0 or newer. If the submit button does not work, save the completed form and email it to: ccbookings@strathcona.ca