



The Royal Canadian Legion Branch 118

123 West 15th Street
North Vancouver, BC V7M 1R7

Legion118@shaw.ca

RENTAL REQUEST FORM

CLIENT INFORMATION

Name of Organization or Name of Individual renting the room:

Contact Name (if different from above):

Street Address:

City:

Postal Code:

Phone Number:

Email Address:

Are you a Legion Member?:

If so, at which Branch?:

EVENT DETAILS

Date(s) & time(s) requested:

Event Type (Meeting, Retirement, Wedding, etc):

Number of people expected:

Public or invitation only:

If guest speaker, person's name/title/affiliation:

Will there be a band or DJ?

Will you need space for a dance floor?

ROOM REQUIREMENTS

Bartender

Bar Service Hours (if not entire event)

Microphone

Video Screen

TV

Other

ROOM SET-UP

What format would you prefer for room set-up?

- Classroom Style - 6' or 8' long tables with main table at front of room for facilitator
- Meeting Style - 1 to 2 main tables at front with chairs facing them
- Boardroom Meeting - 6' or 8' tables set up in U-shape or Square Shape with space in the middle
- Banquet Style - 4' or 6' Round Tables

Will you need food tables or display tables?

Will you need a table at the entrance for greeters?

BAR SET UP

We can provide full bar service in the rental room (excluding draft beer) or we can tailor the bar to meet your specific needs. Please select all that apply:

Full Bar

Bottled/canned beer

Ciders/Coolers

Well Drinks (gin, vodka, rum, etc)

Wine (red and white)

Premium Liquors (Bushmills, Jose Cuervo, Jameson, Jack Daniels, etc)

Other

Please return completed form to Legion118@shaw.ca