



**Livingston Homeowners Association  
Facility Rental Request Form**

Please complete and return this agreement to: Rental Coordinator  
1248 Livingston Way NE Calgary, AB T3P 0V6 Phone: 587-391-6242 Email:rentals@livingstonhub.ca

<b>Name of Renter</b>	
<b>Address</b>	
<b>Contact Person</b>	<b>Purpose of Event</b>
<b>Phone Number</b>	<b>Email Address</b>
<b>Date of Event (please list a 1<sup>st</sup> choice and a 2<sup>nd</sup> choice)</b>	<b>Time of Event (start &amp; end time)</b>
<b>Do you plan on serving Liquor? (yes or no)</b>	<b>Expected Attendance</b>
<b>Do you plan on playing music or having dancing? (yes or no)</b>	
<b>Do you require Place setting (plates, cutlery etc)? (yes or no)</b>	

Facility Space(s) Requested	
Livingston Banquet Hall (110 people max) <input type="checkbox"/>	Howse Room(45 people max) <input type="checkbox"/>
	Boardroom (20 people max) <input type="checkbox"/>
Birthday Party Package:   Gymnasium & Howse Room <input type="checkbox"/>	Gymnasium & Banquet Hall <input type="checkbox"/>

Tables and Chairs Requested		
Rectangular Tables (6' x 2.5') ____	Round Tables (5'D & 2.5' H) _____	Chairs (folding or banquet) _____

Signature		
I agree that the information provided is correct and accurately reflects my requests. I have read the Facility Rental Policies and agree to abide by the terms and conditions.		
Renter Name (please print)	Renter Signature	Date

Comments