



HOMEOWNERS ASSOCIATION

Livingston Homeowners Association

Facility Rental Request Form

*****This is request form and not a
binding agreement*****

Please complete and return this request to: Rental Coordinator

1248 Livingston Way NE Calgary, AB T3P 0V6 Phone: 587-391-6242 Email:rentals@livingstonhub.ca

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

Facility Space(s) Requested	
Livingston Banquet Hall (110 people max) <input type="checkbox"/>	Howse Room(30 people max) <input type="checkbox"/>
Herron Room (50 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 will be provided and will be confirmed prior to rental

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		