



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 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 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 | | |
| | | |