



BRANDON PARKS AND RECREATION SERVICES

Administration Office – 18th Street, Brandon, MB
Phone: (204) 729-2150 Email: schoolbookings@brandon.ca

School Booking Request Form

PART I

Name of Organization: _____	Request Date: _____
Contact Name: _____	
Email Address: _____	
Mailing Address: _____	
Phone Number: _____	

All information in Parts I and II must be completed by the Organization and submitted to schoolbookings@brandon.ca to proceed with your request.

PART II

EVENT INFORMATION:
Date(s) of Event: _____ Time(s) of Event: _____
Preferred School(s) (Top 3): _____
Special Requests: _____

<i>Please note: Please note: Once your event is approved, you will receive a facility rental agreement which needs to be reviewed, signed and returned to us. We also require all users to obtain a \$2 million dollar liability insurance policy naming Brandon School Division as an insured party. Please also note if cancelling an event or series of events, cancellation notice must be received more than 7 days in advance or you will be charged your regular booking fee. 15 minutes will be added to the start and end time of each event for setup and clean up, minimum 1 hour time slots.</i>

Request confirmed by: _____

Date: _____