



En'owkin Centre FACILITY USE

RR#2 Site 50 Comp. 8
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EVENT: _____
DATE: _____
TIME: _____

Is this event En'owkin-related? () Yes → Coordinator: _____
() *No *If NO, please provide the following: (see below)

Business/Organization: _____ Coordinator: _____

Phone: _____ Fax: _____ Email: _____

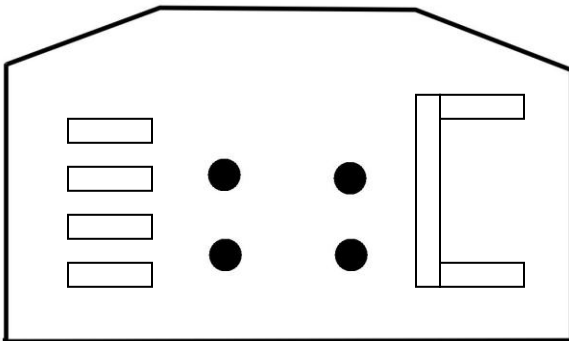
Do you need Custodial Assistance to set up tables? () Yes () No

**Individual/Organization must agree to compensate custodial employee for time required for opening the building (outside of regular scheduled hours), and set up of equipment/tables.*

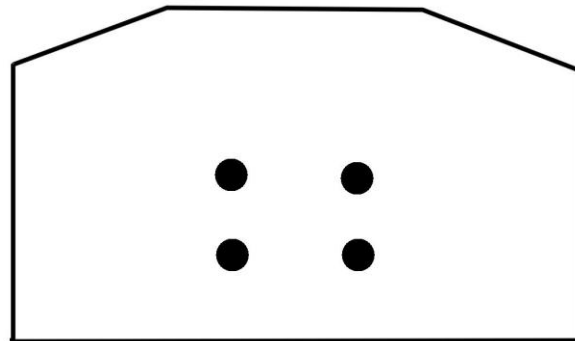
of expected **Guests:** _____ # of **Tables/Head Table:** _____ # of **Chairs:** _____

Table Arrangement: (preference)

Below is a visual of how we have previously set tables up to accommodate large and small groups You can pencil in how you would like the tables to be arranged (only fill in if you require custodial assistance in set up):



Example of how tables have been arranged in the Gathering Space



() Meeting () Dining () Other _____

Do you require Audio/PA System? () Yes () No

**If Yes, what do you need set up?*

() Speakers () DVD () Microphone () PA () Projector

**If you require technical equipment, you will need to fill out an "Equipment Loan" form (prices vary for misc. material)*

Do you require the use of the Kitchen? () Yes () No

**If Yes, please read and initial the statement below, regarding the use of the Kitchen:*

Kitchen Use:

- Individuals/Organizations will be held responsible for bringing their **own** utensils, cutlery, cookware and any other kitchen items needed for their event.
 - Individuals/Organizations are responsible for **clean up** of kitchen area, including garbage, during and after event.
- _____ I have read the above Agreement and understand my responsibilities and am initialing this portion as confirmation of my understanding to these Terms.

*Please note that it is the coordinator's responsibility to ensure that clean up of the Gathering Space is to be complete at the closing of the event. Any damage done to any equipment or tables/chairs, are the responsibility of the coordinator.
If you have any questions, please contact our office.*

Coordinator/Host

Date

Exec. Director

<< Please submit no later than TWO days BEFORE scheduled event >>