



Salmon Arm Recreation

2600 - 10th Ave. NE - Salmon Arm, BC V1E2S4 250.832.4044 ext 202
rscott@salmonarmrecreation.ca

Auditorium/Meeting Room Rental Request Form

Event: _____

Representative: _____

Mailing Address: _____

Postal Code: _____ Email: _____

Telephone: _____

Date Requested _____

Facility

Start and End Time _____

Extras

Purpose of Rental:

How many people are expect at your event: _____

Insurance

Third party liability insurance is required when renting the Auditorium/Gym It must be \$2 million liability and state the City of Salmon Arm and the Shuswap Recreation Society as additional insured on the Certificate of Insurance. You can also source insurance from our on-line provider <https://eventpolicy.ca/>

Bookings

Rooms are not booked until contract is signed, and the deposit and insurance are received. This is a request form use only.

PLEASE CLICK HERE TO SUBMIT THE COMPLETED FORM VIA EMAIL

Office Use Only

Date Rec'd: _____

Time _____