



Rental Application

First Name _____ Last Name _____

Address _____ Suite _____

Address 2 _____

City _____ Postal code _____

Requested hall rental date (MM/DD/YYYY) _____

Please enter expected:

Set Up Time _____

Start Time _____

Finish Time _____

Clean Up Time _____

Home Phone _____

E-mail _____

Fascimile _____

OPCA Member in good standing. Yes No

Year joined _____

* A 15% discount on a Hall Rental is available to members after

Approximate number attending.

* Note Hall seating capacity Concert seating 144 banquet style is limited to 100

Total* _____ Adults* _____ Teens _____ Children _____

Type of function - check all that are appropriate

- Dance
- Party
- Dinner
- Meeting
- Reception
- Bazaar
- Wedding
- Other

Notes

- At time of an approved contract application a \$100.00 booking commitment fee will be required. Please mail or drop-off the cheque made out to the OPCA with the completed form to: Hall Rental Manager: 1577-128th St., Surrey, BC - V4A 3V1. This fee will be applied to the refundable \$400.00 damage deposit. Rental rates vary according to times and days such as weekday evenings, Friday/Saturday evenings, other weekly day times and weekend day times.

- A tax receipt will be issued on request for all donations over \$10 (not to include membership fee). Declaration and By-laws of the Ocean Park Community Association are available on request.

- Hall set up is the responsibility of the renter. However for an additional fee set up can be arranged.

- When we receive this request we will respond to let you know if the requested date and time is available and to notify you to complete the full contract.

- All submissions are held in private for the viewing of the Hall Manger only. We will respond within 48 hours during the normal business days.