



CAG Room Rental Request Form

for

**Old Town Hall (61 Main Street) or Brantwood Fieldhouse
(39 Onslow Crescent)**

Email: admin@ottawaeastcag.ca

Date:

Name of Group (if applicable):

Name of person for the Contract: Primary Phone #: 2nd Phone #: Email:

(XXX-XXX-XXXX)

(XXX-XXX-XXXX)

(please carefully input your email)

Your Address: Number and Street Name City Province Postal Code

Nature of event:

Time event is advertised for:

(HH:MM am or pm eg. 6:15 pm)

I am interested in renting both rooms at Old
Town Hall (Downstairs and Upstairs)

Number of people expected:

Food served:

Alcohol served:

(alcohol not permitted at Brantwood)

(Please note all rooms are peanut/nut free)

Will there be music:

Will there be dancing:

Rental Room Requested	Date(s) (MM/DD/YYYY, e.g. 01/28/2024)	Times (HH:MM am or pm, eg. 11:15 am) <i>(please include time to set up and take down)</i>
Old Town Hall (upstairs) <i>(capacity 74 max, 55 seated)</i>	Start Date: End Date:	Start Time: End Time:
Old Town Hall (downstairs) <i>(capacity 45 max, 40 seated)</i>	Start Date: End Date:	Start Time: End Time:
Brantwood Park (fieldhouse) <i>(capacity 25 max, seated 16)</i>	Start Date: End Date:	Start Time: End Time:
Special requirements: (i.e. TV, VCR, flip chart, coffee maker, kettle, serving ware, speaker, projector, screen, microphone, etc)		

Please be sure that the time requested includes set up and take down and that you have included any special equipment you might need, otherwise we cannot guarantee availability.

**Please complete and mail (or drop in mailbox) at Old Town Hall, 61 Main St, Ottawa K1S 1B3
OR fillout PDF and save it or scan it and email back to admin@ottawaeastCAG.ca**