CAG Room Rental Request Form
for
Old Town Hall (61 Main Street) or Brantwood Fieldhouse (39 Onslow Crescent)
Email: admin@ottawaeastcag.ca

Name of Group if applicable

Name of person responsible: Primary Phone #: Secondary Phone #: Email:

Your Address:

Nature of event:

Time event is advertised for:

Number of people expected:

Food served: Yes

(Please note all rooms are peanut/nut free)

Alcohol served: Yes (not permitted at Brantwood)

Will there be music: Yes

Will there be dancing: Yes

Room Required	Dates	Times *(please allow for set up and take down)*
Old Town Hall (upstairs) (*capacity 74 max, 55 seated*)		
Old Town Hall (downstairs) (*capacity 45 max, 40 seated*)		
Brantwood Park fieldhouse *(capacity 25 max, seated 16)*		
Special requirements: (i.e. TV, VCR, flip chart, coffee maker, kettle, serve ware 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, scan and email to admin@ottawaeastCAG.ca