



Old Ottawa East Community Activities Group (CAG) Groupe d'activités communautaires du Vieil-Ottawa-Est

CAG Room Rental Request Form

Name of Group if applicable	
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Name of person responsible:	Daytime tel #:	Evening Tel #:	Email Address:
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Address:

Nature of event:

Time event is advertised for:

Number of people expected:

Food served: Yes/No
(Please note all rooms are peanut/nut free)

Alcohol served: Yes/No (not permitted at Brantwood)

Will there be music: Yes/No

Will there be dancing: Yes/No

Room Required	Dates	Times <i>(please allow for set up and take down)</i>
Old Town Hall (upstairs) <i>(capacity 74 max, 55 seated)</i>		
Old Town Hall (downstairs) <i>(capacity 45 max, 40 seated)</i>		
Brantwood Park fieldhouse <i>(capacity 25 max, seated 16)</i>		

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