



This is a Fillable Form

**CANADIAN PACIFIC LAWN BOWLING AND CROQUET CLUB  
EVENT APPLICATION FORM**

**Company / Event Name:**

**Authorized Representative:**

**Date of application:**

**Phone #:**

**Alternate Phone #**

**Address:**

**Email Address:**

**Event Date and Hours:**

This date appears to be available on the Rental Availability Calendar

**Event Description:**

**Number of Attendees:**

Will Use The Lawn

Lawn Bowl

Croquet

Use of Clubhouse Facility Required

Use of Barbeque and Equipment

Alcohol Will be Served

Our certified "Serving It Right" representative is:

**To serve alcohol, the Renter agrees to obtain a BC Liquor License and comply with the regulations. A copy of the license must be provided to CPLBCC prior to the Event and a copy must be displayed on site.**

## FACILITY RENTAL TERMS AND CONDITIONS

<b>Rental Fees</b>	Fees will be applied as quoted by the Canadian Pacific Lawn Bowling and Croquet Club (CPLBCC).
<b>Compensation</b>	Payment by cash, cheque or e-transfer ( <a href="mailto:cplbc.funds@gmail.com">cplbc.funds@gmail.com</a> ) is due in full upon receipt of the invoice.
<b>Cancellation of the Event</b>	The client must give notice of cancellation at least 24 hours prior to the event time unless the cause of the cancellation is due to weather or some other uncontrollable or unforeseeable reason. The client may reschedule to an alternate date. If weather conditions or other uncontrollable cause is harmful to the lawn bowling green or makes it unusable as deemed by the Club's Greens Keeper, the CPLBCC reserves the right to cancel and will do so with the earliest possible notice. If the event is cancelled by the CPLBCC, the client will have the option to reschedule to an alternate date.
<b>Liability Insurance</b>	CPLBCC required renters to have <b>Special Event Liability Insurance policy of \$5 Million</b> for the day of the event and name CPLBCC as an <b>additional insured</b> . A certificate of insurance reflecting this needs to be forwarded to CPLBCC <b>14 DAYS</b> prior to the event.
<b>CPLBCC Facility</b>	CPLBCC will ensure the facility is cleaned prior to the rental. CPLBCC will provide a representative to open the facility as well as provide an orientation of the building, the green and equipment. CPLBCC will provide instruction and facilitate games.
<b>Footwear</b>	To protect the greens, all lawn bowlers and croquet players must wear heelless footwear. Flat shoes, running shoes, deck shoes, sandals are acceptable.
<b>Alcohol/Food</b>	<b>Non-breakable containers are required</b> outside of the clubhouse for all beverages and food.
<b>Smoking</b>	No smoking or use of e-cigarettes is permitted within the facility fence.
<b>Cleanup of Facility</b>	Cleanup is expected to be completed by the end of the rental period unless otherwise approved to be done at another time by CPLBCC. This includes wiping down tabletops and returning furniture to its original arrangement, kitchen counters wiped, and the kitchen left tidy. CPLBCC dinnerware and cooking utensils are to be cleaned. Garbage/recyclables are to be removed by the renter. Leftover food is to be removed. If the BBQ equipment is used, it must be cleaned and returned to storage.
<b>Supervision of the Event</b>	The "Booking Group Organizer(s)" are responsible for the supervision and monitoring of their guests' activities, behaviour and actions while on CPLBCC property.

**NOTE:** Submitting this form does not guarantee a booking. A club representative will contact you to discuss your rental request.