Strathcona County Hall or Community Centre Room Rental – Request

Facility Services, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7 **Phone** 780-410-8505 **Fax** 780-464-8050
e-mail ccbookings@strathcona.ab.ca

Organization or group name _____

Contact name _____

Phone number _____ Fax number _____ (if applicable)

e-mail _____

Is this booking for your own organization or group? If not, who are you booking for? _____

Is this a not for profit organization? ☐ yes ☐ no

Type of function or activity _____

How is this connected with the County?

☐ not connected

☐ County business ► _____ (explain connection)

Purpose or details of booking _____ (The facility must only be used for the purpose it was booked.)

Proposed date(s) requested	Proposed start time	Proposed end time	Approximate number of attendees

Completed forms can be submitted:

Attention: Event Booking Assistant
County Hall & Community Centre
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

Note: An electronic copy of this form can be accessed through the forms section of our website and submitted by email. www.strathcona.ca/departments/Legislative_and_Legal_Services/forms.aspx

Collection and use

Information collected on this form will be used to coordinate room bookings. It will be protected under the *Freedom of Information and Protection of Privacy* Act. If you have any questions please contact the number at the top for further assistance.