



# Dauphin Recreation Services

Box 195, 200 1<sup>st</sup> St. SE  
Dauphin, Manitoba R7N 2V1  
Phone: 622-3150 Fax: 622-3199  
[www.dauphinrec.com](http://www.dauphinrec.com)

## Facility Request Form – Aspen Lodge

Organization Name: \_\_\_\_\_

Start Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

Event Name (if any): \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Will you have a caterer at your event? Yes No

Who will be catering your event? \_\_\_\_\_

What time will the caterer be arriving to the facility? \_\_\_\_\_

Do you plan to serve alcohol at your event? Yes No

Select the length of time for the rental:

- Hourly \$80.00 (includes tables, chairs)
- Half Day (up to 4 hours) \$285.00 (includes tables, chairs, podium, microphone, projector, projector screen, kitchen use)
- Full Day (4+ hours) \$525.00 (includes tables, chairs, podium, microphone, projector, projector screen, kitchen use)
- Social Package (24 hours) \$550.00 (includes tables, chairs, podium, microphone, projector, projector screen, kitchen use)
- Wedding Package (48 hours) \$850.00 (includes tables, chairs, podium, microphone, projector, projector screen, kitchen use)

Select the following basic amenities that you may require (taxes included in the prices):

**Please Note:** Dauphin Recreation Services **does not** supply extension cords for events. Please inquire about other amenities you may require that are not listed below.

- |   |              |   |                        |
|---|--------------|---|------------------------|
| <input type="checkbox"/> Round Tablecloths            | \$17.00 each | <input type="checkbox"/> Coffee & Tea Service (per serve) | \$25.00                |
| <input type="checkbox"/> Banquet Tablecloths          | \$17.00 each | <input type="checkbox"/> Easel/Flipchart with Paper       | \$10.00                |
| <input type="checkbox"/> Napkins                      | \$1.00 each  | <input type="checkbox"/> Risers (6" or 18")               | \$10.00 per section    |
| <input type="checkbox"/> Podium & Microphone          | \$35.00      | <input type="checkbox"/> Bartender _____ hours            | \$23.50/hour/bartender |
| <input type="checkbox"/> Projector & Projector Screen | \$30.00      | <input type="checkbox"/> Security _____ hours             | \$35.00/hour/security  |
| <input type="checkbox"/> Kitchen Use                  | \$50.00      |   |                        |
| <input type="checkbox"/> Corkage Fee/person           | \$5.00       |   |                        |

List any other requests here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select the preferred table and chair layout:

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> Banquet | <input type="checkbox"/> Conference                           |
| <input type="checkbox"/> U-Shape | <input type="checkbox"/> Classroom                            |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Other (please attach with this form) |



## Dauphin Recreation Services

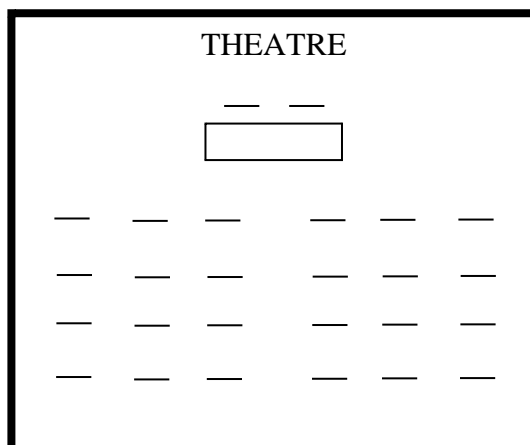
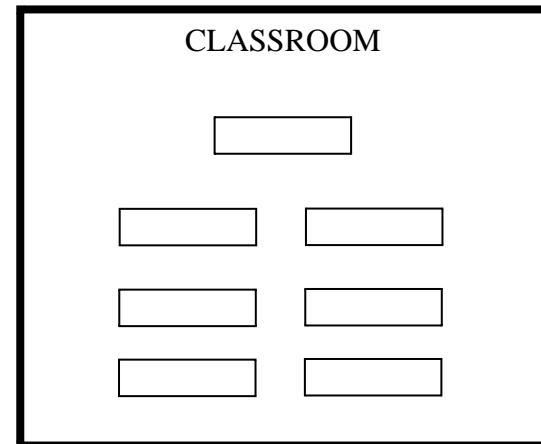
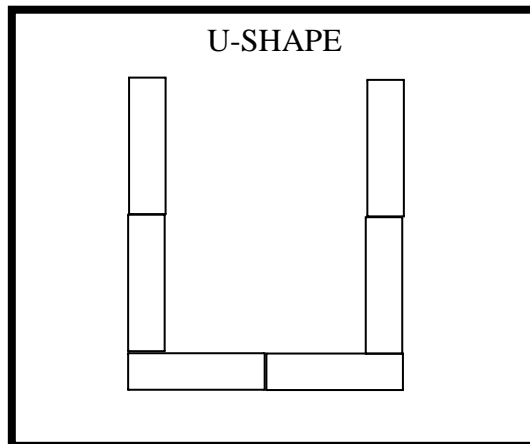
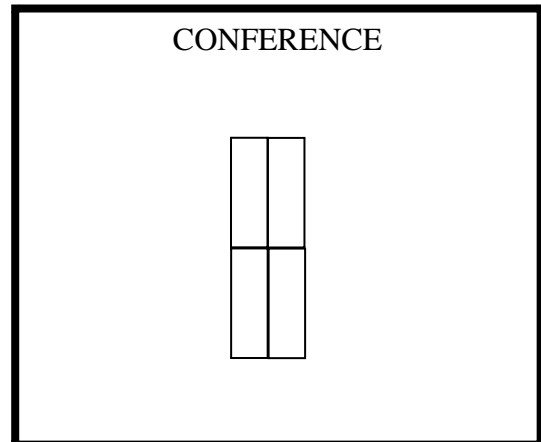
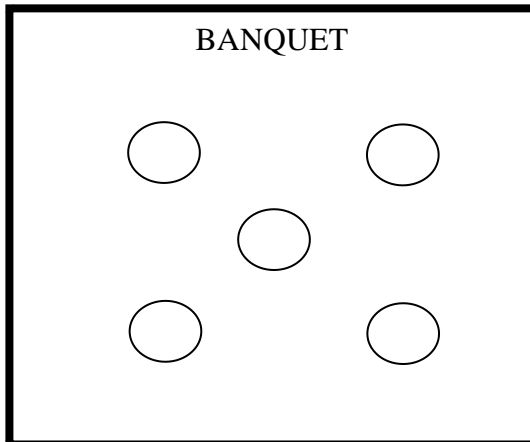
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# TABLE AND CHAIR LAYOUTS



- OTHER
- All room layouts can be set up with 8' banquet tables or 5' round tables
  - Banquet tables seat a maximum of 8 people
  - Round tables seat a maximum of 8 people



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**Dauphin Recreation Services is not responsible or reliable for any claim, in any way caused by, arising out of, or resulting from any disease or contagion, including but not limited to COVID19. By reading and signing this document, you agree that Dauphin Recreation Services is not responsible or liable for COVID19 related illness.**

Thank you for your interest in hosting your event with Dauphin Recreation Services! We will follow up with you to confirm details prior to your event.

Representative Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Alternate Representative: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Please send your Facility Request form to:

Dauphin Recreation Services  
c/o Assistant General Manager  
Lindsey Kyle  
Box 195, 200 1<sup>st</sup> St. SE  
Dauphin, MB  
R7N 2V1  
Email – [events@dauphinrec.com](mailto:events@dauphinrec.com)