



# 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

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

Facility Requested: \_\_\_\_\_

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

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

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

Event Type: \_\_\_\_\_

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

Will you require food service at your event?      Yes      No

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

What time will the caterer be arriving to the facility to prepare/serve the food? \_\_\_\_\_

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

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. Some of the following amenities do not apply to all of the facilities. Please inquire about other amenities you may require that are not listed below.

- |                                  |              |                                |                                       |
|----------------------------------|--------------|--------------------------------|---------------------------------------|
| ___ Napkins                      | \$1.00 each  | ___ Easel/Flipchart with Paper | \$10.00                               |
| ___ Round Tablecloths            | \$17.00 each | ___ Stage (4' x 8')            | \$40.00 per section                   |
| ___ Banquet Tablecloths          | \$17.00 each | ___ Risers (6" or 18")         | \$10.00 per section                   |
| ___ Podium & Microphone          | \$35.00      | ___ Bartender                  | ___ hours \$23.50/hour/bartender      |
| ___ Projector & Projector Screen | \$30.00      | ___ Security                   | ___ hours \$35.00/hour/security guard |
| ___ Kitchen Use                  | \$50.00      |                                |                                       |
| ___ Corkage/Person               | \$5.00       |                                |                                       |

List any other requests here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select the preferred table and chair layout:

- |             |                |
|-------------|----------------|
| ___ Banquet | ___ Conference |
| ___ U-Shape | ___ Classroom  |
| ___ Theatre | ___ Other      |



## Dauphin Recreation Services

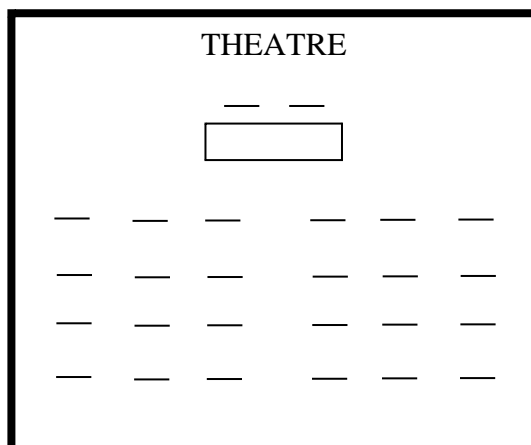
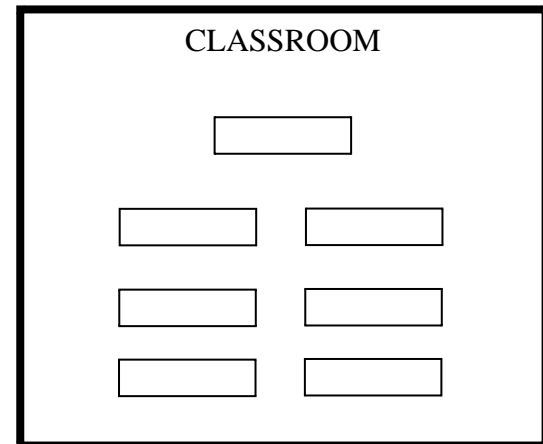
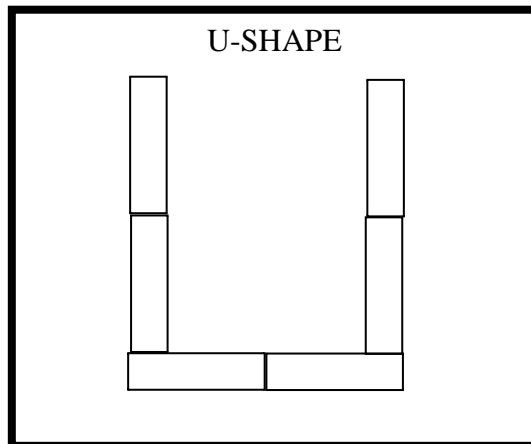
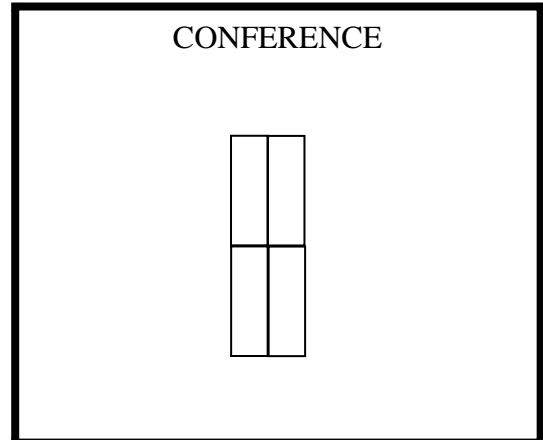
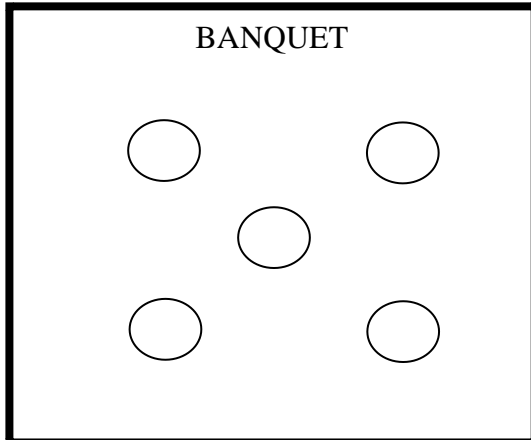
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## TABLE AND CHAIR LAYOUTS



- 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)