



# 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	
-----------------------------	--

Name of person responsible:	Daytime tel #:	Evening Tel #:	Email Address:
-----------------------------	----------------	----------------	----------------

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 to Old Town Hall, 61 Main St, Ottawa K1S 1B3 or,  
scan and email to [admin@ottawaeastCAG.ca](mailto:admin@ottawaeastCAG.ca)**