



ME10 - Common Room Use Schedule A

Common Room & Community Building Booking Information Form

Date: _____

Name of Staff Completing Booking Form: _____

Name:	
Address:	
Phone Number:	
E-Mail Address:	
Date of Event:	
Start Time of Event:	
End Time of Event:	
Type of Event:	

Please forward this booking form to the designated staff person - Shelly Smith, CSW,
Kawartha Lakes Haliburton Housing Corporation

ssmith@city.kawarthalakes.on.ca

If you have any questions or concerns please contact Shelly at:

705-324-6401 Ext: 3121

The following to be completed upon follow up by the designated staff person (CSW)

Will Proof of Liability Insurance Required? Yes No