



**CHRIST CHURCH
CATHEDRAL**
A CATHEDRAL FOR THE CITY

Space Request Application Form

Please complete this form, email, fax or deliver it to the office, Christ Church Cathedral, 930 Burdett Ave., Victoria, B.C. V8V 3G8, Tel: 250-383-2714, Fax: 250-383-2744

Contact Details				
Contact:				
Organization:				
Postal Code:		Telephone:		
Fax:		Email:		
Date(s) Required:	Day of Week	Date(s)	Month(s)	Year
First Choice				
Second Choice				
Room Desired				
CNJ	Chapter Room	Kitchen	Meeting Rooms Choose an item.	
SMC	Choir Rm	Nave	Deanery	
Anticipated Number of Attendees				
Start (am/pm)		Finish (am/pm)		
Arriving:		Departing:		

Room Layout

Boardroom	Y/N	Theatre	Y/N
U-shape	Y/N	Classroom	Y/N
Church service or concert	Y/N	Stand-up Reception	Y/N
Other (please specify)		Dinner/Luncheon	Y/N
			Please see over

Audio Visual Requirements

Audio visual requirements

Extension cord and power bar		Screen		Flipchart	
VCR/DVD & monitor Please specify		LCD Projector		50" TV on stand	

Additional Information

Please retain a copy of the completed form for your own records

Cathedral Use		
Event Confirmed (date)		Custodial booked (date)
Invoice raised (date)		
Cathedral representative		