

Recreation, Parks and Culture 2025 Oak street Sherwood Park, Alberta T8A 0W9 **Phone** 780-467-2211 **Fax** 780-464-8471
Mail: Recreation Administration Office, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Department/organization _____ Contact name _____

Phone _____ Email _____

Purpose of meeting _____

Date of meeting _____ Start time _____ End time _____

Additional information _____

Room(s) requested arts and crafts mini-gym both

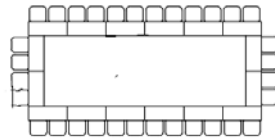
Requirements

easel flipchart/whiteboard TV/DVD (extra cost)

Set-up (please select one)

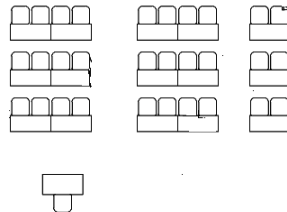
A – Boardroom
(max. 30 per room)

Expected attendance _____



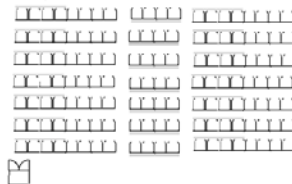
B – Classroom
(max. 30 per room)

Expected attendance _____



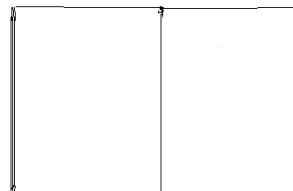
C – Theatre table at the front with 2 chairs
(max. 40 per room)

Expected attendance _____



D – Multiple Rooms (Arts and Crafts and Mini-Gym)

Expected attendance _____



Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for coordinating room rentals and contracts. If you have any questions about the collection, use or disclosure of this information contact the Manager, Central Services, Recreation, Parks and Culture, Strathcona County at 780-467-2211.

Office use only

Contract number _____