



# FACILITY AND SPORTS FIELD RENTAL REQUEST FORM

Please note rental requests are not confirmed until a Rental Agreement has been signed, the Security Deposit and rental fees have been paid in full, and proof of liability insurance is provided and/or any other documents as required by the Township. Staff will respond to rental request inquires within two (2) business days to confirm availability of the requested space and to provide the next steps. All rental requests will be processed in the order in which they are received.

**This rental request is for:**

- Private/Personal                       Approved User Group  
 Organization/Corporation

Applicant Name			
Name of Organization (if applicable)			
Charitable Organization Registration #			
Address			
Email		Phone Number	

**What type of event are you looking to hold?** \_\_\_\_\_ **Number of Attendees** \_\_\_\_\_

**Which facility or sports field(s) are you interesting in booking?**

- |   |  |
|---|--|
| <input type="checkbox"/> Municipal Centre Public Room                         | <input type="checkbox"/> Gazebo  |
| <input type="checkbox"/> Ross Houston Memorial Park – Senior Baseball Diamond | <input type="checkbox"/> John O. Irwin Diamond – Senior Baseball Diamond |
| <input type="checkbox"/> Stanley H. Bailey Park – Junior Baseball Diamond     | <input type="checkbox"/> Haley Park – Junior Baseball Diamond            |
| <input type="checkbox"/> Haley Park – Junior Soccer Field                     | <input type="checkbox"/> Warden’s Park – Senior Soccer Field             |
| <input type="checkbox"/> Warden’s Park – Junior Soccer Field A                | <input type="checkbox"/> Warden’s Park – Junior Soccer Field B           |

Requested Booking Date			
Start Time		End Time	

**Additional Requirements:**

**For Approved User Groups - Number of Participants** \_\_\_\_\_ **Percentage of Resident Participants** \_\_\_\_\_

**Please note the following:**

1. The charging of admission fees for any event, whether indoor or outdoor, is strictly prohibited unless prior approval has been obtained from Council.
2. The sale and/or consumption of alcohol are strictly forbidden at all indoor and outdoor facilities unless a special occasion permit has been approved. Special occasion permit applications require prior approval of Council.
3. On-site activities such as food handling, preparation or clean-up are prohibited in the on-site kitchen.
4. Activities designed to create profit or monetary gain for individuals, groups or companies (ie. Vendors), is strictly prohibited unless prior approval has been obtained from Council.