



## Seasonal Rental Request Department Recreation & Community Services

By completing this application, requested time is ***NOT*** guaranteed until all requests are reviewed and approved by the Administrative Assistant. All applications for Seasonal Requests must be submitted to the Administrative Assistant, Courtney Hynes at [chynes@paradise.ca](mailto:chynes@paradise.ca), as per the submission date noted below.

### Section 1: General Information

In addition to a completed Rental Request form, following approval all groups will be required to submit the following:

- Facility Rental Agreement (Signed by a member of your executive).
- COVID-19 Waiver Form (Signed by all participants, coaches, volunteers, etc.)
- General Liability Insurance (Minimum \$2M Coverage).

### Section 2: Rental Details

Today's Date: \_\_\_\_\_

#### Facility Requesting:

Invoice #: \_\_\_\_\_

#### Paradise Double Ice Complex

- Rink A
- Rink B
- Arena Multi-Purpose Room (Warming Room)

#### Rotary Paradise Youth and Community Centre

- Hedley Blundon Gymnasium
- Resource Room A
- Resource Room B
- Wellness Boardroom
- Main Floor Kitchen
- Kitchen 2<sup>nd</sup> Floor

#### Peter Barry Duff Building

- Soccer Field
- Baseball Field
- Baseball Field (little league)
- Building

#### Diane Whelan Soccer Complex

- Club House
- Field 1
- Field 2
- Field 3

#### Milton Road

- Club House
- Ballfield

#### Paradise Park

- Section 1 – Stage and Green Space  Do you require electricity?
- Section 2 – Green Space from splash pad to playground
- Section 3 – Green Space from playground to gazebo
- Section 4 – Green space on hill
- Section 5 – Volleyball Court

#### St. Thomas Community Centre

- Meeting Room
- Kitchen

Other (Please Specify): \_\_\_\_\_

**Request Details**

Request Type:  Renewal  New Request

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Frequency:  Daily  Weekly  Bi-Weekly  Monthly

Activity Type:  Practice  Game  Tournament  Meeting  AGM's  Banquet  Special Event

Other (please specify) \_\_\_\_\_

**Day(s) of the Week & Time(s):** *(Please Note: If you are a larger rental group or an association, please attach a detailed schedule of your season/league including all groups, their timeslots and # of participants within each).*

**Preferred Option:** Please select all that apply and include all timeslots (If more than one)

Monday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Tuesday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Wednesday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Thursday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Friday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Saturday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Sunday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

**Alternate Option:**

Monday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Tuesday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Wednesday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Thursday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Friday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Saturday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

Sunday \_\_\_\_\_ Group/Event Name: \_\_\_\_\_

**Section 3: Client Information**

**Please Note:** If your Organization consists of multiple groups, you must specify each group utilizing the timeslot on page 2. This will only ensure we have the proper contact for all rental times within the Recreation Department.

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Type:  Non-Profit  Community Group  Corporate  School  Recreational  Private

Charitable Status # for Non-Profit (If applicable): \_\_\_\_\_

Proof of Insurance (If applicable, please attach to request):  Yes  No

**Section 4: Rates (Internal Use Only)**

Rate Type:  Per-Hour  Daily (If applicable)  Per-Game  Peak-Time  Minor/Community Group

Peak Time (Arena)  Non-Peak Time (Arena)

**Section 5: Extra Info**

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**Section 6: Notes (Internal Use Only)**

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Approval:  Yes  No

Administrative Assistant Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**Privacy Notice:** The personal information in this form is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015, for the purpose of rentals and program and service delivery with the Town of Paradise. Please note that the information you provide can be subject to an Access to Information request. If you have any questions about the collection, use and disclosure of your personal information, please contact the Town of Paradise, 709-782-1400.