



## Special Event Rental Request Form Recreation and Community Services

Requested time submitted is NOT guaranteed until approved by the Recreation Reception and confirmed invoice is received.

### Section 1: General Information

#### Submission Deadline:

- ❖ All requests must be submitted as far in advance as possible to the Recreation Coordinator for Special Events.

### Section 2: Rental Details

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

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

#### Facility and/or Area requesting:

Paradise Double Ice Complex

- Rink A
- Rink B
- Arena Multi-Purpose Room

Rotary Paradise Youth and Community Centre

- Hedley Blundon Gymnasium
- Resource Room A
- Resource Room B
- Kitchen

Peter Barry Duff Building

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

Diane Whelan Soccer Complex

- Clubhouse
- Field 1
- Field 2
- Field 3 – Multi Sport Turf Field

Milton Road

- Clubhouse
- Ballfield

Paradise Park

- Stage and Green Space
  - Do you require electricity?

St. Thomas Community Centre

Meeting Room

Kitchen

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

***Date and Time of Request:***

Date of Event: \_\_\_\_\_

Setup Time - Start to Finish: \_\_\_\_\_

Rental Time - Start to Finish: \_\_\_\_\_

Takedown Time - Start to Finish: \_\_\_\_\_

***Setup Extras:***

**Section 3: Client Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Type:  Registered Non-Profit  Corporate  Community Group  School/Educational

Recreational  Private  Other: \_\_\_\_\_

If you are a charity please list you number: \_\_\_\_\_

Event Name (if applicable): \_\_\_\_\_

Section 4: Notes (Internal Use Only)

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Approval of request (office use only):  Yes  No

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

Staff Signature for Approval: \_\_\_\_\_

Management Signature(If applicable): \_\_\_\_\_

**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.*