

### Outdoor Facility Rental Request Form

By completing the application, requested time is NOT guaranteed.

All requests must be approved by the Recreation and Leisure Services Department.

#### Section 1: General Information

Date of Request: \_\_\_\_\_

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

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Groups (if applicable): \_\_\_\_\_

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

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

Please indicate the type of event are you requesting:

- Block Party** - Please review the "block party" policy. This can be provided by contacting Recreation and Leisure Service, 782-6290 or [recreception@paradise.ca](mailto:recreception@paradise.ca)
- Fundraiser** - Please review the "fundraiser" policy. This can be provided by contacting Recreation and Leisure Service, 782-6290 or [recreception@paradise.ca](mailto:recreception@paradise.ca). Insurance is required for this type of event.
- Walk/Run** - Insurance is required for this type of event.
- Birthday party** - please indicate which facility \_\_\_\_\_
- Meeting**
- Regular continuous rental throughout the season** – such as, every Thursday night at a specific time
- Other** – Please specify. \_\_\_\_\_

#### Section 2: Organization Type

Which of the following is the request for:

- Registered Non-Profit
- Corporate
- Community Group
- School
- Recreational
- Party
- Private
- Other: \_\_\_\_\_

#### Section 3: Event Details

Day(s) and Time(s) requested: **(The time you are requesting will include any setup time you may need).**

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Department of Recreation and Leisure Services  
Special Event Request Form

Facility and/or Area requesting:

- 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
  - Field
- Paradise Park
  - Section 1 – Stage and green space in front
    - 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
- Other (please specify): \_\_\_\_\_

Approval of request (office use only):  Yes  No      Date \_\_\_\_\_

**Comments:**

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.