

Facility Booking Request Form

Organization Name		Contact Name	
Full Mailing Address (Required)		Contact Number	
E-mail Address		Alternate Number	
Are you the billing contact for the group?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this inquiry to be booked under another group name (If confirmed?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Requested (for recurring, include details below)	Rental Times	Start Time: (Please indicate AM/PM)	End Time: (Please indicate AM/PM)
Facility Requested	Activity		
Recurrence of Booking	<input type="checkbox"/> None <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Start Date	End Date
Additional Requests or Provisions			

For Field House/Track Bookings Only

Is your group affiliated with a Provincial Sport Org.?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if you have indicated yes, proof will be required)	Number of participants
Additional Equipment and Set-Up		Please include as many details as possible. This section will not guarantee any set-up requests, but will allow us to better determine how we can accommodate your event. Any large set-up or extras requested on the day of the event may not be possible.
Equipment Set-Up Required		
Do you require bleachers?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Field House Only)	
Do you require the long jump pit?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Track Only)	

IMPORTANT INFORMATION Please note that completion of this form **does not confirm** a rental at the Canada Games Centre. All users will be contacted as soon as possible to indicate if space is available. Upon confirmation that time is available, **a rental will only be secured when:**

1. A completed rental agreement is signed and returned to the Canada Games Centre
 2. Payment is made in accordance to our Room Rental Policy or Field House Rental Allocation Policy
 3. Proof of insurance is provided (applicants will be notified if this provision applies to them)
- For information on pricing and spaces available for rent, please visit the facility rentals section on our website.
All forms should be returned by fax to (902) 490-2242 or by e-mail to seidels@canadagamescentre.ca