

Facility Booking Request Form



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| Organization Name: | | | | Contact Name: | | | |
| Full Mailing Address: | | | | Contact Number: | | | |
| E-mail Address: | | | | Alternate Number: | | | |
| Are you the billing contact for the group? Yes No | | | Is this inquiry to be booked under another group name? Yes No | | | | |
| Date Requested: (for recurring, include details below) | | | | Start Time: (Please indicate AM/PM) | | End Time: (Please indicate AM/PM) | |
| Rental Area Requested: | | | | Activity: | | | |
| Recurrence of Booking: None Daily Weekly Monthly | | | | Start Date: | | End Date: | |
| Additional Requests or Needs: | | | | | | | |
| For Field House/Track Bookings Only: | | | | | | | |
| Please include as many details as possible. This section does not guarantee any setup requests, but will allow us to better determine how we can accommodate your event. Any large setup or extras requested on the day of the event may not be possible. | | | | | | | |
| Is your group affiliated with a Provincial Sport Organization: Yes No (If you have indicated yes, proof will be required) | | | | | Number of participants: | | |
| Equipment Setup Required: | | | | | | | |
| Do you require bleachers? (Field House Only) Yes No | | | | Do you require the long jump pit? (Track Only) Yes No | | | |

Important Information: Please send completed forms by email to booknow@canadagamescentre.ca or via fax to 902.490.2242, Attn: Facility Rental & Events Coordinator. Completion of this form does not confirm a rental at the Canada Games Centre; but you will be contacted as soon as possible to indicate if the requested space is available. Upon confirmation it 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 more information on rental rates and spaces at the Canada Games Centre, please visit www.canadagamescentre.ca/rentals