

HRM Parks and Recreation -Recreation Centre TOURNAMENT & SPECIAL EVENT RENTAL REQUEST FORM

RENTER INFORMA	TION					
Group/Organization Na	me:	Type of Organization:				
		□Non-Profit Registry Joint Stocks #				
		□Individual/Personal				
		□Business				
		□Charity Registered #				
		☐Other, please describe:				
Contact Name(s):		Email Address:				
Address:		Primary Phone Number:				
City:		Cell Phone/Alternate Number:				
Province:	Postal Code:					
RENTAL DETAILS						
Event Name / Activity / Description:		Type of Event:				
		Sport □ Tournament □ Meeting □ Community Event □				
		Special Event \square Party \square Fundraiser \square Wedding \square				
		Dance Other O				
Is Event for:		Estimated Participants & Spectators				
\square Adult (Ages 19+)		# Adult Participants:				
☐ Child/Youth (18 years	s & under)	# Child/Youth Participants:				
\square All Ages		_				
		Will participants be charged? Yes □ No □				
Will there be music?	Yes □ No □	Additional items requested:				
Will there be dancing?	Yes □ No □	Chairs □ Qty: Tables □ Qty:				
Will neither be provided	d? Yes□ No□	Projector □ Score Clock □				
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Will the event be catere	d? Yes□ No□	Other:				
If yes, which caterer?	u. 165	Please note: Room setup may be your responsibility.				
ii yes, iiiioii eaterer.		Please check with the centre. Make sure to include set				
		up and tear down times in your request.				
Alcohol/Bar Servic	e (St.Mary's Boat Club, Lebr	run Banquet Hall, North Preston CC Only)				
Will you be providing bar service at this event?						
Yes □ No □						
Who will be providing the bar service?						
☐ HRM Facility *Note: not all facilities offer bar service.						
☐ Renter - Renter to provide special occasion liquor license, alcohol, and bartender with Serve Right Card/Certification.						
Caterer – Please provide the caterer's liquor license:						

A security/damage deposit is required at Please select the requested location:	☐ St. Mary's Boat Club - \$300 ☐ Lebrun Banquet Hall - \$200 ☐ North Preston Community Centre - \$200							
Special Requests or Comments:								
FACILITY REQUEST INFORMATION □ I am looking to book all spaces listed below. □ I listed requests in order of preference or alternative date.								
1.	Day	Start Time	End Time	Start Date	End Date			
Facility: Room:								
2.	Day	Start Time	End Time	Start Date	End Date			
Facility:								
Room:								
3.	Day	Start Time	End Time	Start Date	End Date			
Facility:								
Room:								
4.	Day	Start Time	End Time	Start Date	End Date			
Facility:								
Room:								
5.	Day	Start Time	End Time	Start Date	End Date			
Facility:								
Room:								
I ACKNOWLEDGE THAT THIS APPLICATION IS ONLY A REQUEST. RENTALS ARE NOT CONFIRMED UNTIL A CONTRACT IS SIGNED AND ALL APPLICABLE FEES ARE PAID FULLY IN ADVANCE OF USAGE. IN SIGNING THIS APPLICATION FORM, I UNDERSTAND THAT THIS IS NOT A CONTRACT. Signature: Date:								