HALIFAX

Application For Use – League/Tournament

Facility Scheduling PO Box 1749, Halifax, NS B3J 3A5
311(phone) / 902-490-4421 (fax)

ORGANIZATION			EVENT NAME
CONTACT NAME			**EMAIL**
ADDRESS	**CITY**	**PROVINCE**	**POSTAL CODE**
HOME	**WORK**	**CELL**	**FAX**
ALTERNATE CONTACT NAME			**EMAIL**
ADDRESS	**CITY**	**PROVINCE**	**POSTAL CODE**
HOME	**WORK**	**CELL**	**FAX**

TYPE OF LEAGUE	TYPE OF SPORT BEING PLAYED	LEVEL OF PLAY
☐ ADULT ☐ MINOR ☐ CO-ED ☐ FEMALE ☐ MALE		

HAVE YOU BOOKED A MUNICIPAL FACILITY FOR THIS EVENT IN PREVIOUS YEARS?		IF YES, WHICH FACILITIES AND FOR WHAT PURPOSE?
☐ YES ☐ NO		
START TIME	**END TIME**	

FACILITIES REQUESTED: A confirmed season schedule may be attached instead of completing this section.

FACILITY NAME	DAY	TIME	SET UP REQUIREMENTS

A league schedule must be submitted before a contract can be issued. **
Along with your request, you must provide a detailed description of your required field use and set up requirements.

DO YOU REQUIRE SERVICES FROM PARKS STAFF PRIOR TO OR DURING YOUR EVENT?	IF YES, PLEASE LIST
☐ YES ☐ NO	
There may be additional costs charged to the client for any additional services provided by municipal staff.	

HALIFAX

Application For Use – League/Tournament

Facility Scheduling PO Box 1749, Halifax, NS B3J 3A5
311(phone) / 902-490-4421(fax)

DO YOU PLAN TO REQUEST PERMISSION OF OR THE USE OF:		
TENT	☐ **YES** ☐ **NO** **If yes, what size**_____	If yes, please ensure you receive permission from staff regarding installation and location.
BEER GARDEN	☐ **YES** ☐ **NO**	If yes, we will require a copy of your liquor license and applicable insurance.
PORTABLE TOILETS	☐ **YES** ☐ **NO** **If Yes,** _____**units**	Clients need to be aware that it is your responsibility to arrange for portable washrooms for your event on any location that does not currently have washrooms on site, at your expense. Consultation will be made with Parks Staff regarding installation location and placement.

ANTICIPATED # OF PARTICIPANTS/ATTENDEES		
WILL SPECTATORS BE CHARGED	**YES** **NO**	**IF YES, LIST FEES**

Vehicles are only permitted on site for the unloading and loading of equipment. Vehicles may not remain on site for the duration of your booking.

I ACKNOWLEDGE THAT THIS IS APPLICATION IS ONLY A REQUEST. RENTALS ARE NOT CONFIRMED UNTIL A CONTRACT IS SIGNED.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the use of the Municipal Facilities, unless otherwise noted on the form. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or accessandprivacy@halifax.ca

Signature _____ Date _____

Print Save As

Office Use Only:

Staff Receiving:_____ Date:_____

Revised January 22, 2016