

DO YOU REQUIRE SERVICES FROM MUNICIPAL OPERATIONS STAFF PRIOR TO, OR DURING, YOUR EVENT?		IF YES, PLEASE LIST
<input type="checkbox"/> YES <input type="checkbox"/> NO		
There MAY be additional costs charged to the client for any additional services provided by municipal staff		
DO YOU PLAN TO REQUEST PERMISSION OF / THE USE OF / ASK TO PROVIDE: If you have answered 'YES' to any of the requests below, you will have to discuss your needs with staff to obtain information regarding the appropriate procedures.		
TRACK AND FIELD BUILDING	<input type="checkbox"/> YES <input type="checkbox"/> NO	
MUNICIPAL TRACK EQUIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BEER GARDEN	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, we will require a copy of your liquor license and applicable insurance.
PORTABLE TOILETS	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____ number of units Also - please see below
TENTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	
ANTICIPATED # OF PARTICIPANTS / ATTENDEES		
WILL SPECTATORS BE CHARGED	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST FEE(S)

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.

CLIENTS/EVENT ORGANIZERS 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.** If washrooms are available on site and you do require additional units, this is also at your expense. Permission must first be obtained through the Scheduling Office. Consultation will be made with Municipal Operations staff re installation location, placement, etc.

I ACKNOWLEDGE THAT THIS APPLICATION IS ONLY A REQUEST. RENTALS ARE NOT CONFIRMED UNTIL ALL APPLICABLE FEES ARE PAID IN ADVANCE OF USAGE AND 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 Municipality's Track and Field 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: _____