



## RENTAL APPLICATION

<b>Group/Organization Name:</b>		<b>Type of Organization:</b> If non-profit, please insert registration # Youth <input type="checkbox"/> Adult <input type="checkbox"/> Corporate <input type="checkbox"/>
<b>Contact Name:</b>		<b>Email Address:</b>
<b>Address:</b>		Are you a new client? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>City:</b>		<b>Primary Phone Number:</b>
<b>Province:</b>	<b>Postal Code:</b>	<b>Alternate Phone Number:</b>

## RENTAL DETAILS

<b>Event Description:</b>	<b>Is this a tournament request?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is Event for:</b> <10 yrs <input type="checkbox"/> 10-15 yrs <input type="checkbox"/> 15-19 yrs <input type="checkbox"/> 19+ yrs <input type="checkbox"/>	<b>Estimated Number of Participants</b> (including spectators: <b>Will Participants be charged?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Fee <input type="text" value="Enter #"/> <b>Will Spectators be charged?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Fee <input type="text" value="Enter #"/>
<b>Do you have insurance?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, a waiver and assumption of risk form must be signed and must accompany this application.	<b>Have you booked a HRCE Facility for this event in previous years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which facilities and for what purpose?
<b>Additional items required:</b> Chairs <input type="checkbox"/> Qty: <input type="text" value="Enter #"/> Tables <input type="checkbox"/> Qty: <input type="text" value="Enter #"/> Bleachers <input type="checkbox"/> Other: Please list _____	<b>Special Requests or Comments:</b>

## FACILITY REQUEST INFORMATION

If you do not know the specific school name, alternatively you can identify by community/area.

1.	Day	Start Time	End Time	Start Date	End Date
<b>School:</b>					
<b>Room:</b>					
2.	Day	Start Time	End Time	Start Date	End Date
<b>School:</b>					
<b>Room:</b>					
3.	Day	Start Time	End Time	Start Date	End Date
<b>School:</b>					
<b>Room:</b>					

I acknowledge that this application is only a request and that rentals are not confirmed until a contract is signed, and all applicable fees are paid in advance of usage. In signing this application form, I understand that this is not a contract and confirm that I have read and will adhere to all terms and conditions as outlined above and in the "Procedures for Scheduling HRCE Facilities" document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Staff Receiving: \_\_\_\_\_ Date: \_\_\_\_\_