

Please provide a contact name and number for your organization that can be publicly disclosed if required.

CLIENT & ORGANIZATION INFORMATION				
ORGANIZATION (If Applicable)			Event Name	
MAIN CONTACT NAME			Email	
Address	City		Province	Postal Code
Primary Phone #	Alternate Phone #	Organization Position (ie: Treasurer, if applicable)		
ALTERNATE CONTACT NAME #1 (If Applicable)			Email	
Primary Phone #	Alternate Phone #	Organization Position (ie: Treasurer, if applicable)		
ALTERNATE CONTACT NAME #2 (If Applicable)			Email	
Primary Phone #	Alternate Phone #	Organization Position (ie: Treasurer, if applicable)		
ADDITIONAL BOOKING INFORMATION				
Type of League (If Applicable)		Type of Sport	Level of Play	
<input type="checkbox"/> Adult <input type="checkbox"/> Minor <input type="checkbox"/> CO-ED <input type="checkbox"/> Female <input type="checkbox"/> Male				
Have you booked an HRM Facility for this event in the past?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	

FACILITIES REQUESTED				
For league applications, a confirmed season schedule may be attached instead of completing this section.				
FACILITY NAME	DAY	TIME	DATES	FIELD SET UP/ LEVEL OF PLAY

NEW - Tournament/Playoff Guidelines

The following guidelines will be implemented for the 2026 Outdoor Season:

- Applications must be submitted by January 5th, 2026 for consideration. (Exception: Provincials & Eastern Qualifiers). Applications received after the deadline will be processed based on field availability.
- Subject to a 30-day cancellation & amendment policy.
- Limited to Fridays (all day), Saturdays (all day) and Sundays until 6:00pm (some exceptions apply).

TOURNAMENT & SPECIAL EVENT DETAILS

DO YOU REQUIRE SERVICES FROM PARKS STAFF PRIOR TO OR DURING YOUR EVENT?

☐ YES

☐ NO

Please Note: There may be additional costs charged to the client for any additional services provided by municipal staff.

IF YES, PLEASE LIST

DO YOU PLAN TO REQUEST PERMISSION OF OR THE USE OF:

TENT	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what size _____	Please note: Tents are not provided by HRM. If you plan to have a tent at your event, please ensure you receive permission from staff regarding installation and location. If your tent is larger than 10x10, an additional permit is required by HRM Fire Services.
BEER GARDEN	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, we require a copy of your liquor license from NS Alcohol & Gaming. A minimum of \$5 million insurance is required. Please note: Only certain fields are approved for liquor.
BOUNCY CASTLES	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, minimum of \$5 million insurance is required.
ELECTRICITY	<input type="checkbox"/> YES <input type="checkbox"/> NO	Most municipal facilities do not have access to electricity. Please check with Scheduling Staff for availability at time of request.
PORTABLE TOILETS	<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, _____ units	Please be aware that it is your responsibility to arrange for portable toilets for your event on any location that does not currently have washrooms on site, at your expense. Contact 311 to request consultation with Parks Staff regarding installation location and placement.

OTHER, PLEASE SPECIFY:

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 with the approval of HRM Parks. Vehicles may not remain on site for the duration of your booking. Any damage resulting from vehicles on the field is the responsibility of the renter. For Diamond users who plan to drag the infield themselves, contact 311 in advance to speak with a Parks Supervisor.

I ACKNOWLEDGE THAT THIS IS APPLICATION IS 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 and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to the use of the Municipal Facilities. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or privacy@halifax.ca

Signature

Date