



June 15 – booking begins for following Sept to June
 April 15 – booking begins for following June to Aug

**ONE-TIME
 SPACE REQUEST APPLICATION – SOCIAL**

**Return this completed application
 to the city facility requested**

Organization: Contact Name: Address: City:	Phone: Email: Postal Code:	(Check applicable category) <input type="checkbox"/> Private Renter/Social <input type="checkbox"/> Non Profit Organization # _____ <input type="checkbox"/> Commercial/Business Organization
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Number of people attending:	Purpose of Rental:
Do you plan to sell food or any other product?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you plan to serve alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you plan to sell alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you plan to play music?	<input type="checkbox"/> YES <input type="checkbox"/> NO Will there be dancing? <input type="checkbox"/> YES <input type="checkbox"/> NO
Will pay duty police officers be in attendance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will an admission be charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Profits (if any) from admission fees, food, beverages sales will be used for	
Do you require insurance through the City of Burlington?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Facility	Room(s) requested	Day	Time(s) Start/Finish*	Date(s) Start/Finish

Set up requirements (All facilities have various amenities, please list what you require for your rental set-up and we will contact you. Additional charges may apply)

NOTES TO APPLICANTS

1. It is the renter's responsibility to request adequate time for set-up/take down of the facility within rental time.
2. If you require a specific set-up, this information must be discussed with facility staff prior to event.
3. Rentals MAY require a cash damage deposit. Refund of deposit is subject to outcome of rental.
4. It is the renter's responsibility to ensure that all required licenses are secured **PRIOR TO THE EVENT** (ie. Liquor License, Vendors/Business Permit etc.).
5. Any tables, chairs, equipment, food, etc. delivered prior to the event is the responsibility of the renter.
6. It is the renter's responsibility to ensure that all belongings are removed from the facility at the end of rental.

Signature of Applicant _____

Date: _____

For office use:

The collection, use, and disclosure of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c M. 56
 Legal Authority: Municipal Act c. M.45
 Use: Scheduling
 Contact: Manager of Business & Community Development Services 335-7771