



Contact Person: _____
 Organization/Company Name: _____
 Address: _____
 Bus Tel: _____ Home Tel: _____
 Email: _____ Fax: _____

Postal Code: _____

2020/21 Ice Season (Tentative)- please ensure your submission dates/times align with the following:
 Acton Arena Townsley Rink September 25, 2020 - March 28, 2021
 Acton Arena McKnight Pad September 25, 2020 - March 21, 2021
 Mold-Masters Alcott Rink September 8, 2020 - March 28, 2021
 Mold-Masters Fernbrook Rink September 8, 2020 - March 28, 2021
 Mold-Masters TransCanada Rink August 10, 2020 - April 30, 2021 (Year Round)
 Mold-Masters Saputo Rink September 8, 2020 - April 30, 2021

Please list your facility requests in the following order on the chart:
 1) Games and practices 2) Playoffs/Tournaments
 3) Other such as photo day, team party, etc.

Columns marked **K to N** are especially important for Playoffs, Tournaments and Other uses. Your cooperation is appreciated.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|------------------------------------|------------------|-------------|------------|----------|------------|----------|-----------------|---|-------------------|-------------------------|-------------------------------|-----------------|---|
| Complex | Facility | Day of Week | Start Date | End Date | Start Time | End Time | Exclusion Dates | Type of Use (Practice, Game) Playoff, Tournament, Other | *New Request? Y/N | # of Teams Youth/ Adult | # of Participants Youth/Adult | # of Spectators | Any Additional Requirements? (Please Explain) Will you require: Extra Garbage Pickup? • Hydro? • One Servicing of Portable Toilets? • Set Up? Are you serving: Food? • Alcohol? |
| Example of How to Complete: | | | | | | | | | | | | | |
| Mold-Masters SportsPlex | TransCanada Rink | Monday | Sept. 8 | Mar. 23 | 6:00pm | 8:00pm | Aug. 4 | Practice | N | 2 Youth | 90 Youth | | |
| Mold-Masters SportsPlex | TransCanada Rink | Saturday | Oct. 25 | Oct. 25 | 8:00am | 6:00pm | | Tournament | Y | 15 Ad | 200 Ad | 300 | Vendor to sell mouth guards. |
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TIP: If you require additional rows in the chart, please ► Click on the row number where you want the row inserted ► Select **Insert** from the top page menu ► Click on **Row** ► Repeat as needed.

***New Requests**

Please indicate whether requests are NEW or not. If a request is NEW, you are required to submit a written business plan explaining the need for additional rental time as per the Facility Allocation Policy.

Insurance

Providing own insurance? Y/N N

Purchasing through the Town? Y/N N

If Yes, Copy Attached? Y/N N

****Additional Requirements**

Additional fees may be incurred by the group for extra services such as garbage pick up and/or portable toilets.

Please save and retain this file to use for your facility requests year to year. Return this Facility Request Excel file by email to: atownsend@haltonhills.ca. Hard copies can be mailed to Town of Halton Hills Recreation & Parks, 1 Halton Hills Drive, Halton Hills L7G 5G2 or faxed to 905-873-1587.

For details regarding rental terms and conditions, please refer back to your Town user group webpage at: haltonhills.ca/usergroups/

Personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended. The information is used for the purpose of processing a facility request. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at foi@haltonhills.ca. RE-2020-04