

# Facility Request Form

Business hours are Monday to Friday, 8:30 am– 4:30 pm.

**Completed forms can be emailed to [facilityrequest@haltonhills.ca](mailto:facilityrequest@haltonhills.ca)**

Please Note: This is not a facility rental contract. It is a request form only. You will be notified within 2 business days as to the availability of your request by Recreation and Parks. Please see Facility Rental Regulations/Conditions for community use of facilities.

Some facilities require a minimum booking time. e.g. the minimum time ice can be booked is one hour.

**School Rentals:** If you want to rent school space for personal use, please contact the applicable School Board directly. The Town rents school space to affiliated community groups only. Thank you.

## Primary Contact Information

Name \*

Organization Name \*

Address \*

Town/City \*

Postal Code \*

Primary Phone Number \*

Email \*

## Participant information:

Number of youth participants \*

Number of adult participants \*

Number of youth teams

Number of adult teams

Number of spectators

# Facility rental details

Enter rental request details below:

Please choose a facility: \*

Facility Type (i.e. gym, ice, etc.) \*

Rental start date \*

Rental start time \*

Rental end date \*

Rental end time \*

Facility Rental Request is for (i.e. game, practice, meeting, picnic, celebration, performance, etc.)

## Special permission and licensing is required for the following:

Are you serving food? \*

- Yes  No

Are you selling food? \*

- Yes  No

Are you selling merchandise? \*

- Yes  No

Are you serving alcohol? \*

- Yes  No

Are you charging admission? \*

- Yes  No

**Will you be playing music without dancing? \***

- Yes  No

**Will you be playing music with dancing? \***

- Yes  No

**Do you need a sound system? (Not available at all locations. Please inquire.) \***

- Yes  No

**Is setup required? \***

- Yes  No

**If set up required, explain:**

## School requests only

**Do you require volleyball standards?**

- Yes  No

**Do you require basketballnets lowered?**

- Yes  No

## Arena requests only

(may be subject to additional costs)

**Do you require nets?**

- Yes  No

**Do you require nets to be pegged?**

- Yes  No

**Do you require goalie boards?**

- Yes  No

**Do you require pylons?**

- Yes  No

**Do you require audio visual equipment? [Acton Arena, Gellert, Mold-Masters Only: (may be subject to additional cost).]**

- Yes       No

**Please include more information about audio/video requirements:**

## Insurance

All groups are required to carry liability insurance in the amount of \$2 million dollars. If you do not already have coverage you can purchase insurance through the Town at a reasonable rate. Please note that the insurance purchased from the Town is only valid for activities that occur at approved Municipal or School Board property. If your group does have liability insurance coverage, we require a copy of the certificate, which must specify the following:

1. \$2 million dollars liability insurance coverage per occurrence.
2. Names 'The Corporation of the Town of Halton Hills' and appropriate school board where applicable as 'Additional Insured' as follows:
  - Halton District School Board
  - Halton Catholic District School Board

**How will you provide insurance? \***

- I will provide my own insurance       I will purchase insurance through the Town