



Municipality of Chatham-Kent
 Recreation Facilities
 25 Creek Road
 Chatham ON N7M 5J3
 Tel: 519.360.1998 Fax: 519.352.4241
 www.chatham-kent.ca

REQUEST FOR USE OF FACILITIES

FACILITY (IES) REQUIRED _____ DATE(S) REQUIRED _____
 SETUP TIME REQUIRED _____
 REMOVAL TIME REQUIRED _____
 TIME OF ACTUAL EVENT _____
 ORGANIZATION _____ TYPE OF EVENT _____
 CONTACT NAME _____ PHONE (B) _____ (R) _____
 ADDRESS _____ POSTAL CODE _____

EQUIPMENT OR SERVICES RENDERED - Please indicate by using a checkmark. The following services are available. Please note those marked with an asterisk (*) have additional fees levied.

*Parking Attendants _____	*Kitchen Facilities _____	*Piano _____	Podium _____	Canteen _____
*Socan _____	*Public Address System _____	*Coolers and Bar Setup _____	*Portable Stage Setup _____	
(is music to be part of your event)				
Tables & Chairs for _____	(number of people attending)	*Paper for Tables _____	*Head Table Risers _____	
*Coatcheck _____	(the recommended ratio of staff per attendance) 1=0-250 2=351-500 3=510-750 4=751 & up			
*Lighted Sign _____	from Monday, _____ to Saturday, _____			
Name of Caterer _____	Security Required	Yes	No (If yes # required _____)	
	Chatham-Kent Police Signature: _____			

PLEASE SPECIFY OTHER EQUIPMENT OR SERVICES REQUIRED: _____

*All groups, organizations or individuals who are renting or using our facilities for an event MUST have liability and property damage insurance to the extent of (2) two million dollars with the Municipality of Chatham-Kent named an additional insured on the policy. No confirmation of the rental will be issued by the Recreation Facilities Office until certificates have been received and found to be satisfactory to the Municipality's Insurer.

I AM AWARE THAT THIS IS A REQUEST AND IS SUBJECT TO APPROVAL AND CONFIRMATION BEFORE IT IS BINDING.

DATE: _____ SIGNATURE: _____

FOR OFFICE USE ONLY

DEPOSIT AMOUNT _____ DATE: _____ CONTRACT NUMBER _____

COMMENTS: _____

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The Municipality of Chatham-Kent respects the privacy of its clients. At no time does the Municipality of Chatham-Kent, sell or distribute our client list. From time to time, with your permission, we use our client/information list as contacts for promotions, special offers and news about municipal programs and facilities.

_____ Please check here if you prefer not to receive mailings, emails, telemarketing, brochures, etc. from us.

In accordance with MFIPPA and PIPEDA.

Inquiries about this collection may be directed to the Freedom of Information Coordinator at 519.360.1998.