

APPLICATION

CITY OF GUELPH ROOM REQUEST FORM



1. Applicant Information

Name of Organization or Group

Main Contact
First Name

Main Contact
Last Name

Street Address

City

Province

Postal Code

Email

Phone Number

2. Activity Information

Please describe your event

How many total participants will you have (approximately)?

Is this event open to the public?

3. Rental Extra Fees

Do you wish to purchase insurance through the City?

Yes

No I will provide my own

NOTE: All rentals require insurance. If you are purchasing your own insurance, you must provide the City of Guelph with an insurance certificate naming the City of Guelph as additionally insured up to \$2,000,000.

4. Booking Request

Please note: you will only gain access to the room at the time of your booking. You may not enter the room before your booking to setup. If you wish you to include a setup take down time, please include it below.

Facility Requested

Date

Setup Time

Start Time

End Time

Take Down Time

5. Rental Details

Please indicate what is involved with this event. Depending on what is involved with the event, some of these event attributes will require extra forms or fees.

Alcohol

If yes, please complete an indoor special event application, instead. Private room rentals require a caterer's endorsement and are considered special events.

Generator

Yes

No

Details:

Live or Recorded Music

Yes

No

Details:

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Sound Amplification	Yes	No	Details:
Pre-packaged Food	Yes	No	Details:
Food prepared at home	Yes	No	Details:
Catered Food	Yes	No	Details:
50/50, Raffle, Bingo, etc	Yes	No	Details:
On-site signage	Yes	No	Details:
Cooking/Warming on site	Yes	No	Details:

6. Special Event Details for Indoor Facilities & Market Square

Please indicate what is involved with this event. Depending on what is involved with the event, some of these event attributes will require extra forms or fees.

Tables	Quantity:		Chairs	Quantity:	
Podium	Yes	No	Whiteboard	Yes	No
Sound System	Yes	No	Projector	Yes	No

5. Collection and Use of Personal Information

Personal information is collected under the authority of the *Municipal Act*, and in accordance with the provisions of the *Municipal Freedom of Information and Privacy Protection Act* (MFIPPA). For questions regarding the collection, use, and disclosure of personal information please contact the City of Guelph’s Information and Access Coordinator by phone at (519) 822-120 ext 2349 or by email at privacy@guelph.ca. Furthermore, do you consent for Public Services to email you to advise you of the start date for the next program registration and facility booking season?

I consent

I do not consent

6. Sending In Your Application

The completed application and all required documents can be sent in one of the following ways.



Email to:

Facilitybooking@guelph.ca