TOURNAMENT & PLAYOFF APPLICATION

CITY OF GUELPH ARENA FLOOR 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

Business Phone Number **Cell Phone Number**

2. Event Information

Please indicate the type of special event:

- Playoffs
- House League/Recreational Tournament
- Regional, Provincial, National, International Tournament

Event Name **Event Dates**

Expected Participants **Expected Spectators**

Is your organization for Youth? Yes No

Is this an annual tournament? Yes No

Is this the first time that the tournament is taking place? Yes No

Primary Onsite Contact Name **Phone Number**

Secondary Onsite Contact Name **Phone Number**

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.

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4. Booking Request

Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

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Day of the week | **Start Date** | **End Date**

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Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

Facility Requested

Day of the week | **Start Date** | **End Date**

Start Time | **End Time**

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5. Special Event Information

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	☐ Yes	☐ No	Note: Licensed area must be indicated on site layout. Note: Alcohol Risk Management Application Required. Details:
Electrical Access	☐ Yes	☐ No	Details:
Generator	☐ Yes	☐ No	Details:
Recorded Music	☐ Yes	☐ No	Details:
Live Music	☐ Yes	☐ No	Details:
Sound Amplification	☐ Yes	☐ No	Details:
Pre-packaged Food	☐ Yes	☐ No	Details:
Food prepared at home	☐ Yes	☐ No	Details:
Catered Food	☐ Yes	☐ No	Details:
Cooking/Warming on site	☐ Yes	☐ No	Details:
Food Vendors	☐ Yes	☐ No	Details:
Food Trucks	☐ Yes	☐ No	Details:
Retail Vendors	☐ Yes	☐ No	Details:
Service Vendors	☐ Yes	☐ No	Details:

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50/50, Raffle, Bingo, etc ☐ Yes ☐ No Details:

In-kind Donations ☐ Yes ☐ No Details:

6. 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

7. Application Checklist

Please use this checklist to ensure that you are returning a completed application.

- ☐ Section 1, 2, 3, 4, 5, and 6 of this application are completed.
- ☐ A site plan is completed.
- ☐ If there is alcohol, an Alcohol Risk Management Application is completed.

8. 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

Deliver in person to:
West End Community Centre
21 Imperial Rd. S.
Guelph, ON

Mail to:
West End Community Centre
21 Imperial Rd. S.
Guelph, ON N1K 1X3