

# APPLICATION

## CITY OF GUELPH PICNIC SHELTER 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

Fax  
Number

Alternate Contact  
First Name

Alternate Contact  
Last Name

Business  
Phone Number

Cell  
Phone Number

Fax  
Number

### 2. Event Information

Event Name

Event Dates

Description of Event

Expected Attendance

I booked a Guelph picnic shelter last year:

Yes

No

### 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 Details

Using Charcoal BBQ provided

Bringing Propane BBQ

Bringing Charcoal BBQ

I will be using electrical outlets for

### 5. Booking Request

Shelter Requested (First Choice)

Shelter Requested (Second Choice)

Event Date (First Choice)

Event Date (Second Choice)

8 A.M. – 2 P.M.

2:30 P.M. – DUSK

8 A.M. – DUSK

### 7. 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](mailto: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 special events season?

I consent

I do not consent

### 8. Application Checklist

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

Section 1, 2, 3, 4, and 5 of this application are completed.

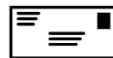
### 9. Sending In Your Application

The completed application and all required documents can be sent in one of the following ways. For applications sent in or received after hours, we will contact you by phone to process your payment. Please do not include credit card information with your request.



**Book in person (8:30 A.M. – 4:30 P.M.) at:**

West End Community Centre  
21 Imperial Rd S  
Guelph, ON



**Email to:**

[facilitybooking@guelph.ca](mailto:facilitybooking@guelph.ca)



**Mail to:**

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



**Call us to book:**

(519) 837-5678, Option 1