

## EVERGREEN SENIORS COMMUNITY CENTRE RENTAL REQUEST FORM

Please submit completed application to:

Recreation Support Services - Evergreen SC, 683 Woolwich St. Guelph, ON N1H 3Y8  
 Fax: 519-823-8972 E: [evergreen@guelph.ca](mailto:evergreen@guelph.ca)

**MAIN CONTACT:**

Name:

Group/Company Name

Street Address

City

Postal Code:

Home Number:

Cell Number:

Email Address:

Fax

Event Name:

Expected Attendance#:

**Please check the following if applicable:**

- Providing own Insurance                      Individual Purchasing Insurance
- Bringing in outside Food                      Require Catering
- A/V Equipment available at additional cost.

Please note, if your event requires setup and takedown time, please be sure to incorporate that into your rental time as we are not able to grant early access to your rental above and beyond what you have booked for liability reasons. You are responsible for your own setup and tear down.

Room(s) Requested <small>(See Information Brochure)</small>	Booking Dates (include Month and Date)			Times <small>Please include setup/teardown</small>		Used Last Year?	
	Day of Week	Starting Date	Ending Date	Starting Time	Ending Time	Yes	No

The personal information on this form is collected pursuant to the Municipal Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990 for the purpose of the administration of ice rental requests. Questions regarding this collection should be directed to the Information, Privacy and Records Coordinator, City Hall: 519-822-1260 ext. 2349