



**\*NOTE: MINIMUM 2-WEEKS TO PROCESS REQUEST\***

## EVENT RENTAL CODE REQUEST FORM

Event Title: \_\_\_\_\_

Event Start Date\*: \_\_\_\_\_ Event End Date\*: \_\_\_\_\_

Event Start Time\*: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_

\*Including set up and take down.

### Event Contact Information

Organization Name: \_\_\_\_\_ Legal Name:  same  other: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Alternate Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

### Billing Information

Organization Name: \_\_\_\_\_

Billing To Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Preferred Payment Method:  credit card (ePay)  cheque (mailed)  in person<sup>1</sup>  EFT<sup>2</sup>

### Event Venue

Lot #: \_\_\_\_\_ Lot Address: \_\_\_\_\_ Approx. Number of Stalls<sup>4</sup>: \_\_\_\_\_

### Rate Specifics

Duration:  <7 hours  7-24 hours  after 4PM start

Day:  weekday  weekend

I acknowledge that failure to register the event code, by the user(s), at a pay machine at the parking facility may result in a parking ticket. In this case, the ticket is valid and will not be cancelled by Calgary Parking.

<b>CP Use</b>	Event Accepted: <input type="radio"/> yes
Rate: _____	/stall + _____ administration fee + GST
Facility Event Code: _____	
Validation Code(s): _____	
Other Details: _____	

THE CITY OF CALGARY

Event Rentals, Calgary Parking

Your personal information is being collected under the authority of Section 4 (c) of the Protection of Privacy Act, and is collected for the purpose of Event Rentals. It may be used in an automated system to generate content or make decisions, recommendations, or predictions. Should you have questions regarding the collection and use of your personal information, please contact [parkingATIA@calgary.ca](mailto:parkingATIA@calgary.ca).

<sup>1</sup> In person payment is only accepted at the Municipal Impound Lot (400- 39 Avenue SE).

<sup>2</sup> Please request EFT documents to ensure payment is being sent to the proper location.

<sup>3</sup> Parking lot terms and conditions apply.

<sup>4</sup> Stalls provided on a first-come first-serve basis. Stalls not guaranteed.

