

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 person¹ ☐ EFT²

Event Venue

Lot #³: _____ Lot Address: _____ Approx. Number of Stalls⁴: _____

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.

CP Use

Event Accepted: ☐ 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.

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

² Please request EFT documents to ensure payment is being sent to the proper location.

³ Parking lot terms and conditions apply.

⁴ Stalls provided on a first-come first-serve basis. Stalls not guaranteed.

