



Date of Request: _____

NOTE: MINIMUM 4-WEEKS TO PROCESS REQUEST**EVENT RENTAL REQUEST FORM (PARKING ONLY)**

Event Title: _____

Event Start Date*: _____ Event End Date*: _____

Event Start Time*: _____ Event End Time*: _____

*Including set up and take down.

Event Contact InformationOrganization Name: _____ Legal Name: ☐ same ☐ other: _____

Contact Person Name: _____ Alternate Contact Name: _____

Phone #: _____ Email: _____ Phone #: _____ Email: _____

Organization Mailing Address: _____

Registered Charity: ☐ yes ☐ no If yes, applicable number is: _____Non-Profit #: ☐ yes ☐ no If yes, applicable number is: _____**Billing Information** ☐ same as above

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: _____Requesting: ☐ entire lot ☐ approximately _____ stalls⁴. I have identified this on a map in my email.**License Plate(s) for Registration⁵**

License Plate List: _____

(if more than 10 license plates, please provide as a separate document)

☐ I understand that as the event applicant I am required to provide a list of license plates (not to exceed 1 per stall booked) in advance of the rental period and that failure to provide license plates may result in tickets that will not be cancelled.**CP Use**Event Accepted: ☐ yes

Cost: _____ + _____ administration fee + _____ = _____

Other Details: _____

THE CITY OF CALGARY

Chris Blaschuk, Manager, 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.⁵ License plates must be provided in advance of the event for internal registration if the entire lot is not booked.