

NOTE: MINIMUM 4-WEEKS TO PROCESS REQUEST

EVENT RENTAL 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: _____
 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 personⁱ ☐ EFTⁱⁱ

Event Venue

Lot #: _____ Lot Address: _____
 Lot Use: ☐ parking ☐ event staging ☐ vendor booths ☐ other
 If other, details include: _____
 Requesting: ☐ entire lot ☐ approximately _____ stalls³. I have identified this on a map in my email.

Event Specifics

Have you hosted this event before? ☐ no ☐ yes, the date/location was: _____
 Brief Description: _____
 Food or Drink: ☐ yes ☐ no
 If yes, details include: _____
 Alcohol and/or Cannabis: ☐ yes ☐ no
 If yes, details include: _____
 Materials or Equipment brought On-site: ☐ yes ☐ no
 If yes, the items include: _____
 Number of people expected (including both attendees and volunteers/staff): _____
 Who can attend the event? ☐ event is ticketed ☐ it is open to the public other: _____
 Any other details to share?

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.

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

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

