



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.

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

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

