



**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 as above  other: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 Registered Charity:  yes  no If yes, applicable number is: \_\_\_\_\_  
 Non-Profit #:  yes  no If yes, applicable number is: \_\_\_\_\_  
 City of Calgary Festival and Events Subsidy Application (if applicable):  yes  no

**Billing Information**

same as above

Organization Name: \_\_\_\_\_  
 Billing To Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Preferred Payment Method:  credit card (over phone)  cheque (mailed)  in person<sup>i</sup>  EFT

**Event Venue**

Lot #: \_\_\_\_\_ Lot Address: \_\_\_\_\_  
 Lot Use:  parking  event staging  vendor booths  other  
 If other, details include: \_\_\_\_\_  
 I am requesting to use a portion of the lot only and I have identified this area 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?

*The personal information collected herein is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta, and will be used for the purpose of **Event Rentals**. Should you have questions about the use of your information, please contact [ParkingFoip@calgary.ca](mailto:ParkingFoip@calgary.ca).*

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

