



EVENT RENTAL REQUEST FORM

Event Title: _____
 Event Date(s): _____
 Event Start Time*: _____ Event End Time*: _____

*Including set up and take down.

Billing/Contact Information

Organization Name: _____
 Legal Name: same as above other: _____
 Contact Person Name: _____ Title: _____
 Phone #: _____ Email: _____
 Address: _____
 Preferred Payment Method: credit card (over phone) cheque (mailed) in person¹
 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

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 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 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? it 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.

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

