



Recreation Services

Facility Request: Fairs & Festivals Services-In-Kind Equipment 2024

Facilities are allocated utilizing the Fair Play Facility Allocation Policy.

- INSTRUCTIONS:**
- 1) To complete form electronically, click on "Fill & Sign".
 - 2) Fill in form by clicking the cursor where you want to type.
 - 3) Save a copy for your records and email a copy to: RecCSD@vaughan.ca.

Organizational Profile: **Deadline Date: December 11, 2023**

Organization's Name

☐ First time / New event being held in the City of Vaughan Expected Attendance _____

Event Date and Time _____

Main Contact Secondary Contact

E-Mail Address E-Mail Address

Address Business Phone No.

City Cell Phone No.

Bus. Phone No. Home Phone No.

Type of Event: ☐ Private ☐ Open to the Public ☐ Other (please specify) _____

Event to Include: ☐ Sales ☐ Food Vendors ☐ Inflatables ☐ Rides ☐ Music

Note: Events open to the public require a special events permit obtained through an application from the By-law and Compliance, Licensing and Permit Services Department.

Event Details:

☐ Layout drawing desired & included

Services-In-Kind Equipment: (If applicable)

Equipment	Quantity City will confirm	Specific Location	Notes & Special Instructions
Chairs (Folding)			
Garbage Containers			
Generator			
Recycling Toters			
Fixed Stage (8x16 or 16x16)			
Mobile Stage			
Tables (Folding)			
Tables (Picnic)			
Washroom – Handicap			
Washroom – Regular			

This form may contain personal information as defined under the Municipal Freedom of Information & Protection of Privacy Act. This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used by the City of Vaughan for the purpose of, mailings and the rental of City facilities and will become part of Recreation Services files where applicable. Questions regarding this collection may be directed to the Director of Recreation Services, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905.832.8500.

I hereby request use of the above location(s) on the dates and times shown. As part of the consideration for the City of Vaughan renting the above noted facilities to me/us, I, on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless the Municipality from and against all claims and proceedings, by whom/whoever made or brought, in respect of any cost, losses, damage or injury arising by reason of my/our use of the rental facilities.

I have read and understood the Rental Contract Conditions & Regulations and agree to abide by these conditions for all of the dates/times issued by this request.

Note: Accounts must be in good standing in order to be eligible for a rental contract.

Applicant's Signature (Min. age 18 years of age): Date:

FOR OFFICE USE ONLY: Date Received: **RC#**