



Rental Request Form

Please submit completed form to: rental@cambridge.ca

Please do not send payment with this form as this does not confirm your request and is not a valid permit.

*Required Fields – there may be a delay in the processing of requests if required fields are missing

Booking Information

*Type of Facility (ie: arena, gym, meeting room, banquet hall, sports field, park)	
*Event Name & Description	
*Number of Attendees	

*Will alcohol be served? YES NO

Note: If Yes, event must be booked at least six (6) weeks prior to event date

Customer Information

*Full Name	
*Address (including postal code)	
*Phone #	
*Email	
*Date of Birth (MM/DD/YY)	



*Are you making this request on behalf of an Organization? YES NO

If Yes, please provide Organization details

Name of Organization	
Authorized Agent(s)	
Address (including postal code)	
Phone #	
Email	

***Date(s) and Time(s) Requested** – please add additional page if required

Date	Event Start Time	Event End Time

*Do you require set-up and/or tear-down time? YES NO

Please indicate the amount of time required: _____

*Will you be playing music? YES NO
SOCAN/RESOUND fees may be applicable

*Will there be dancing? YES NO

Additional Requests / Comments

Please provide any additional requests / comments related to the event

*Insurance

The Permit Holder is required to provide a Certificate of Insurance evidencing General Liability Insurance in an amount not less than \$2,000,000 per occurrence, providing coverage for bodily injury and property damage. Should the Permit Holder not have the required insurance coverage, they may be added to the City's Facility User Insurance Policy by remitting the required premium at the time of the Rental Permit is issued.

- I choose to purchase insurance through the City
- I will provide a copy of the Certificate of Insurance

Submitted By: _____
FULL NAME

Date: _____

Personal information collected on this form is collected under the authority of The *Municipal Act, 2001* s (11)1 for the purpose and use related to City of Cambridge facility bookings. Questions about this collection should be directed to Facility Booking, Service Cambridge, 50 Dickson Street, Cambridge ON N1R 5W8 or by phone at 519-623-1340.