



Date of Request: _____

EVENT RENTAL CODE 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: _____

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 person¹ EFT**Event Venue**Lot #²: _____ Lot Address: _____ Approx. Number of Stalls: _____**Rate Specifics**Duration: <7 hours 7-24 hours after 4PM startDay: weekday weekend I acknowledge that failure to register the event code, by the user(s), at a pay machine at the parking facility may result in a parking ticket. In this case, the ticket is valid and will not be cancelled by Calgary Parking.**CP Use**Event Accepted: yes no, reason: _____

Rate: _____ /stall + _____ administration fee + GST

Facility Event Code: _____

Validation Code(s): _____

THE CITY OF CALGARY

Event Rentals, Calgary Parking

¹ In person payment is only accepted at the Municipal Impound Lot (400- 39 Avenue SE).² Parking lot terms and conditions apply.³ Stalls provided on a first-come first-serve basis. Stalls not guaranteed.

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.

