



Date of Request: \_\_\_\_\_

**EVENT RENTAL CODE REQUEST FORM**

Event Title: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**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 person<sup>1</sup>

**Event Venue**

Lot #<sup>2</sup>: \_\_\_\_\_ Lot Address: \_\_\_\_\_  
 Approx. Number of Stalls<sup>3</sup>: \_\_\_\_\_

**Rate Specifics**

Duration:  <7 hours  7-24 hours  
 Day:  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

**CPA Use**

Event Accepted:  yes  no, reason: \_\_\_\_\_  
 Rate: \_\_\_\_\_ /stall + \_\_\_\_\_ administration fee  
 Event Code(s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE CITY OF CALGARY

\_\_\_\_\_  
 Chris Blaschuk, Manager, Calgary Parking

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

<sup>2</sup> Parking lot terms and conditions apply.

<sup>3</sup> 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](mailto:ParkingFoip@calgary.ca).*

