



Send completed form to [parkingeventrentals@calgary.ca](mailto:parkingeventrentals@calgary.ca)

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

## EVENT RENTAL REQUEST FORM

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time\*: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_

\*Including set up and take down.

### Contact Information

Organization Name: \_\_\_\_\_

Legal Name:  same as above  other: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Charity/Non-Profit #:  yes  no

If yes, applicable number is: \_\_\_\_\_

City of Calgary Festival and Events Subsidy Application (if applicable):  yes  no

### Event Venue

Lot # and Address: \_\_\_\_\_

Lot Use:  parking  event staging  vendor booths  other

If other, details include: \_\_\_\_\_

I am only requesting to use a part of the lot and have identified this area on a map attached.

### Event Specifics

Brief Description: \_\_\_\_\_

Food or Drink:  yes  no

If yes, details include: \_\_\_\_\_

Alcohol:  yes  no

If yes, details include: \_\_\_\_\_

Materials or Equipment Brought On-site:  yes  no

If yes, the items include: \_\_\_\_\_

Any other details to share? \_\_\_\_\_