



Facility Booking Rental Request Form

Arena Ice & Arena Floor

Town of Ajax

Recreation, Culture & Community Development

75 Centennial Road, Ajax

Tel: 905-619-2529 Ext. 7200 Fax: 905-427-0739

facilitybookings@ajax.ca

ajax.ca/facilityrentals

Applicant Contact Information			
Name:		Organization Name:	
Address:		City/Province/Postal Code:	
Phone Number: (H)	(B)	(C)	
Email:			
Rental Request Details			
Event Type: (i.e. Ice Youth, Ice – Adult, practice, pleasure skating, shinny etc.)			# of Attendees:
Start Date:		End Date:	
Facility Requested			
Pad/Floor	Day of Week	Start Time	End Time
<input type="checkbox"/> ACC Pad 1			
<input type="checkbox"/> ACC Pad 2			
<input type="checkbox"/> ACC Pad 3			
<input type="checkbox"/> ACC Pad 4			
<input type="checkbox"/> Village			
NOTE: Arena Ice Pads 1 & 3 run on the half hour. Pads 2 & 4 run on the hour.			
Insurance			
All functions/events booked in Town facilities or on Town property require commercial general liability insurance. Insurance fees are in addition to the facility rental fee and are mandatory. Rates vary and will be determined at time of booking. The Town reserves the right to determine or amend the insurance requirements based on, but not limited to, risk assessment and event size.			
Will you providing your own Certificate of Insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Will you be purchasing the Town of Ajax Insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Payment Information			
CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> DEBIT <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/>			
CARDHOLDER NAME: _____ CARD NUMBER: _____ EXP ____ / ____			
I authorized the Town of Ajax to charge my credit card. CVV# _____			
Signature: _____ Date: _____			

Facility Rental Terms and Conditions: All Town of Ajax Facility Rentals are subject to the applicable terms and conditions agreed upon by the Permit Holder, and all subsequent facility users must abide by them. Failure or refusal by the Permit Holder/Users to adhere to the terms and conditions may result in cancellation and refusal to grant any future rental permits for use of Town of Ajax Facilities.

Collection of Personal Information: Personal information collected on this form is collected pursuant to the *Municipal Act, 2001*, s 11(1), and will be used for the purpose for which it is collected, and will not be distributed or used by the Town of Ajax for any other purposes. Questions about this collection may be directed to Town of Ajax Records Manager and Freedom of Information Coordinator at 65 Harwood Avenue, South, Ajax, Ontario, L1S 2H9 or 905-683-4550. Learn more about the Town of Ajax's Privacy Policy (<https://ajax.ca/en/Privacy.asp>).

Accessibility Policy: This content is available in alternate formats upon request by contacting 905-683-4550 or email contactus@ajax.ca