



Facility Booking Rental Request Form

Town of Ajax
 Recreation, Culture & Community Development
 75 Centennial Road, Ajax, ON, L1S 4S4
 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:		
Event Information		
Facility Requested: (list in order of preference)		
1.		
2.		
Event Type: (i.e. wedding, birthday party, meeting, gymnasium etc.)		# of Attendees:
Event Date:	Event Start Time:	Event End Time:
Event Notes:		
Additional Booking Details		
Music – will you be playing music? YES <input type="checkbox"/> NO <input type="checkbox"/> Dancing – will there be dancing? YES <input type="checkbox"/> NO <input type="checkbox"/> Teen Event – is this event for youth/teens ages 13-17? YES <input type="checkbox"/> NO <input type="checkbox"/> Alcohol Served * – will you be serving alcohol? YES <input type="checkbox"/> NO <input type="checkbox"/> * Refer to the Town of Ajax Municipal Alcohol Policy Planning Guide for Special Occasion Permit (SOP) requirements for bookings involving alcohol.		
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 be 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		
VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> CARDHOLDER NAME: _____ CARD NUMBER: _____ EXP ____ / ____ CVV ____ <i>I authorize the Town of Ajax to charge my credit card.</i> 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>).

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