



Recreation Facility Rental Request Form

Please return completed form and a copy of any corresponding documents to recreception@paradise.ca.
Note that payment is required to confirm bookings and the requested rental time is not guaranteed until an invoice is received, and the rental has been confirmed. Once payment is processed, confirmation will be sent by email.

SECTION 1 - CLIENT INFORMATION			
Organization Name			
Contact Name			
Mailing Address			
Town / City		Postal Code	
Daytime Phone Number		Secondary Phone Number	
Email Address			
Organization Type			
☐ Seasonal Group	☐ Private	☐ Community Group	☐ School / Educational
☐ Registered Non-Profit	☐ Charitable (include #)	Charitable Org. Number	
SECTION 2 - EVENT TYPE <i>*FOR ONE-TIME RENTAL REQUESTS ONLY*</i>			
☐ Special Event	☐ Hourly Rate	☐ Daytime Function	☐ Child Birthday Party
☐ Baby / Bridal Shower	☐ Evening Function	☐ Community Group	☐ Fundraiser
☐ Walk / Run	☐ Seasonal Rental (please complete Sections 3 and 5)		
☐ Other (please describe)			
Event Name			
Event Date		Total Rental Time (start to finish, with setup)	
Event Time			
SECTION 3 - LOCATION <i>*SELECT ALL THAT APPLY</i>			
Paradise Double Ice Complex			
☐ Score Zone	☐ Score Arena	☐ Warm Room	☐ Lobby
Rotary Paradise Youth and Community Centre			
☐ Hedley Blundon Gym	☐ Resource Room A	☐ Resource Room B	☐ Main Floor Kitchen
☐ Youth Centre	☐ Skate Park	☐ Fitness Studio	
Peter Barry Duff Memorial Park			
☐ Soccer Field	☐ Baseball Field (Large)	☐ Baseball Field (Small)	☐ Clubhouse
Dianne Whelan Memorial Soccer Complex			
☐ Clubhouse	☐ Field 1	☐ Field 2	☐ Field 3 - Turf
Milton Road Ball Field			
☐ Clubhouse		☐ Ballfield	
Paradise Park			
☐ Stage / Bandstand		☐ Temp Ballfields / Greenspace	☐ Volleyball Court
St. Thomas Community Centre			
☐ Multipurpose Room			

SECTION 4 - SETUP REQUIREMENTS			
Total number of participants _____		☐ Tables (number required) _____	☐ Chairs (number required) _____
Please specify any other setup requirements			
SECTION 5 - RENTAL DETAILS <i>*FOR SEASONAL RENTAL REQUESTS ONLY*</i>			
Documents required:			
☐ Facility Rental Agreement (signed by a member of your executive)			
☐ General Liability Insurance (minimum \$2M coverage) with the Town of Paradise listed as an additional insured			
Rental Dates			
Start Date			End Date
Frequency			
☐ Daily	☐ Weekly	☐ Bi-weekly	☐ Monthly
Activity Type			
☐ Practice	☐ Game	☐ Tournament	☐ Meeting
☐ Special Event	☐ Banquet	☐ Other _____	
Event Days and Times			
Please attach additional schedules and detailed information if space below is insufficient.			
Day of week	Time of Event	Group / Event Name	
☐ Monday			
☐ Tuesday			
☐ Wednesday			
☐ Thursday			
☐ Friday			
☐ Saturday			
☐ Sunday			
Alternative Options			
☐ Monday			
☐ Tuesday			
☐ Wednesday			
☐ Thursday			
☐ Friday			
☐ Saturday			
☐ Sunday			

Privacy Notice: Personal information collected on this form is administered under Part III of the Access to Information and Protection of Privacy Act, 2015, and is collected and used only for Town rental programs and services. If you have any questions about the collection, use and disclosure of your personal information, please contact the Town.

OFFICE USE ONLY					
Application Approval			Date of Approval		Supervisor Signature