



**PARKS, RECREATION & CULTURE SERVICES**  
**REQUEST FOR USE OF CITY OF OTTAWA PARKS**

Please: Mail, fax, email or deliver the completed proposal to:

**City Wide Allocations**  
**101 CentrepoinTE Drive, Ottawa On, K2G 5K7**  
**E-mail: [sports@ottawa.ca](mailto:sports@ottawa.ca) | Telephone: 613-580-2595 | Fax: 613-580-2683 | Internal Mailcode: 04-54**

**CONTACT INFORMATION:** Please complete ALL sections of information requested on this form.

Date of Application: <input style="width: 90%;" type="text"/>			
Name of Group/Club/Association (if applicable): <input style="width: 95%;" type="text"/>			Telephone (office / cell): <input style="width: 95%;" type="text"/>
Name and Title of Primary Contact: (i.e. President) <b>must be 18 years or older</b>			Telephone (home / evening): <input style="width: 95%;" type="text"/>
Address: <input style="width: 95%;" type="text"/>			E-mail: <input style="width: 95%;" type="text"/>
City: <input style="width: 95%;" type="text"/>	Province: <input style="width: 95%;" type="text"/>	Postal Code: <input style="width: 95%;" type="text"/>	Fax: <input style="width: 95%;" type="text"/>
Name and Title of Secondary Contact: <input style="width: 95%;" type="text"/>			
Phone number: <input style="width: 95%;" type="text"/>		Email: <input style="width: 95%;" type="text"/>	
Name and Title of Last Year's Contact (if different) and/or previous permit number: <input style="width: 95%;" type="text"/>			Telephone (home): <input style="width: 95%;" type="text"/>
<b>PLEASE NOTIFY CITY STAFF WHEN THERE IS A CHANGE IN YOUR CONTACT INFORMATION.</b>			

**EVENT INFORMATION:**

Type of Activity the park will be used for (i.e. picnic). Check ALL boxes that apply.			
<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Birthday	<input type="checkbox"/> Community Event
<input type="checkbox"/> Filming	<input type="checkbox"/> Wedding	<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Walk- a-Thon/Fundraiser
<input type="checkbox"/> Commercial Venture / For Profit	<input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>
Please provide as much detail as possible about your planned event (subject to approvals) :			
<input style="width: 98%;" type="text"/>			
Will your event have the following: Check ALL boxes that apply.			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Food	<input type="checkbox"/> Campfire	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Vendors	<input type="checkbox"/> Tents	<input type="checkbox"/> Washrooms	<input type="checkbox"/> Amplified sound
			<input type="checkbox"/> Bouncy castle/ Inflatables
			<input type="checkbox"/> Animals/ Petting zoo
No. of Participants:	<input style="width: 80%;" type="text"/>	Age Group:	<input style="width: 80%;" type="text"/>
If you are expecting more than <u>500</u> people for your event, the Special Event Application form must be filled out as well (per the Special Events Bylaw).			

**PARK INFORMATION:**

Park Requested (name & address)	Area (within park)	Day (of week)	Date(s) (of events)	Time (start to finish)

**Do you require access to the park for set-up or take-down outside of the date and times listed above?**

**Freedom of Information Statement**

Personal information is collected on this form pursuant to s. 11(1)(5) of the Municipal Act, 2001, S.O. 2001, c.25, and will be used for the purposes of processing your application and management of the City of Ottawa recreation and culture programs. Questions regarding this collection may be addressed to the Portfolio Manager, Allocations at 613- 580-2424 ext. 41678, 101 Centrepointe Drive, Ottawa, Ontario, K2G 5K7.

I hereby declare that the information provided is to the best of my knowledge, accurate, and that the City of Ottawa reserves the right to verify such information. Any application submitted providing false information could cancel any privileges granted under this application and disqualify the applicant for further eligibility.

Signature of Applicant: \_\_\_\_\_

Date:

**Please note that this application is subject to approval before an official permit is issued.**