



## Town of Renfrew Special Event Planner

Please complete all fields and return this form with your request for Facility and/or Town Owned Property Use. This information is required to process your request.

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

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

Location: \_\_\_\_\_

Purpose of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Participants / Teams: \_\_\_\_\_

Will the event have:

- An admission Fee?    \_\_\_Yes        \_\_\_No

If yes, what is the cost of admission? \_\_\_\_\_

- Sales?        \_\_\_Yes        \_\_\_No

If yes, please check:    \_\_\_Food        \_\_\_Other Vendors

- Does your event involve alcohol?    \_\_\_Yes        \_\_\_No

Please list all activities and participating organizations involved in this event:

---

---

*Please provide a copy of your organization's Certificate of Insurance in the amount of \$2 million for this event. The Insurance Policy must "name" The Town of Renfrew as an additional insured for this event.*

Park of Facility used: \_\_\_\_\_

Please be advised that Town Parks and Facilities are Smoke Free.

## **Park Set Up**

Arrival Date and Time: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Set up: *Please attach map with site plan.*

Parking Arrangements (please detail):

---

---

---

Special requirements – may be subject to additional fees

The following special requirements can be provided by Parks and Recreation Staff if the request is submitted within the appropriate time frames. Any Town owned materials that are returned damaged or not returned will be at the expense of the event organizer.

Will the event require:    \_\_\_Electricity            \_\_\_Water            \_\_\_Lights

Please detail when, where and who supplies:

---

---

## Loan of Materials and Equipment

Special Requirements – may be subject to additional fees.

The Parks and Recreation Department makes available to community groups using Town parks and facilities limited quantities of equipment and materials for their special event. There is a fee for any damaged or unreturned items.

Reservation of equipment must be made 30 days prior to your organization's event or at the time of facility booking. All requests will be evaluated and you will be contacted within 2 weeks regarding the status of your request.

Not all requests can be accommodated.

Park attendants / Clean up personnel

Yes       No

Washrooms (if private required, they are at the cost of the event organizer)

Yes       No

Barricades – Please list quantity: \_\_\_\_\_

Yes       No

Snowfencing – Please list quantity: \_\_\_\_\_

Yes       No

Other – Please list items and quantity: \_\_\_\_\_

Yes       No

Does your organization have a plan B? Please detail:

---

---

---

Questions or further information, please contact the Parks and Recreation Department at 613-432-3131 or [jcaldwell@renfrew.ca](mailto:jcaldwell@renfrew.ca)