



FACILITY REQUEST FORM
Essex Recreation Complex

242 Talbot St N.
 Essex, ON N8M 2E1
 www.essex.ca

t 519 776 8992
 f 519 776 9528

GROUP NAME: _____
 CONTACT NAME: _____

PH#: _____
 FAX#: _____

EVENT INFORMATION

FACILITY REQUESTS

EVENT #	EVENT NAME & RENTAL DATES <i>Please list each individual day on a separate line (see example)</i>	Booking Start Time (including set-up)		Booking End Time (including take-down)		Will facility equipment need to remain set up between rental dates?	Expected # of Participants	Amision Fee	Frequency of Event (Weekly / Monthly / Special Event)			Auditorium (Double Gym-Stage)	Gym A (Large Gym/No Stage)	Gym B (Small Gym)	Stage Only	Concession	All Purpose Room (Full or 1/2)	Changerooms	Pool (Lap / Leisure / Training)	Water Slide / Tarzan Rope	OTHER <i>See pg 2 for additional info</i>	
EXAMPLE 1	Event: ARTS & CRAFT SHOW Date: December 4, 2009	6:00pm	10:00pm	Yes	20	n/a	Special Event	✓		✓		✓									Basketball Nets Raised	
EXAMPLE 1	Event: ARTS & CRAFT SHOW Date: December 5, 2009	7:00am	5:00pm	Yes	200	\$5.00	Special Event	✓		✓		✓										Basketball Nets Raised
EXAMPLE 2	Event: ESSEX ATHLETIC - BASKETBALL PRACTICE Date: October 7, 2009	6:00pm	9:00pm	No	30	n/a	Weekly		✓													
	Event: Date:																					
	Event: Date:																					
	Event: Date:																					
	Event: Date:																					

ADDITIONAL EQUIPMENT REQUESTS ON PG 2

DATE RECEIVED: _____
 RECEIVED BY: _____



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EVENT INFORMATION		EQUIPMENT REQUESTS											
EVENT #	EVENT NAME & RENTAL DATES <i>Please list each individual day on a separate line (see example)</i>	Protective Floor Covering	★ Table Request # Preferred	★ Seating Request # of Chairs	★ Seating Requests # of Bleacher Rows	★ Sports Equipment Request	★ Audio Speaker System	★ Video Projector	★ Document Camera	★ DVD/VCR	★ Television	★ Microphone Lapel or Standard	OTHER <i>See pg. 1 for additional info</i>
		EXAMPLE 1	Event: ARTS & CRAFT SHOW	✓	20	50			✓				✓
Date: December 4, 2009													
1	Event: ARTS & CRAFT SHOW	✓	20	50			✓						
	Date: December 5, 2009												
2	Event: ESSEX ATHLETIC - BASKETBALL PRACTICE		1	10	4								Basketball nets lowered
	Date: October 7, 2009												
	Event:												
	Date:												
	Event:												
	Date:												
	Event:												
	Date:												
	Event:												
	Date:												
	Event:												
	Date:												

★ Fees May Apply

AUTOMATED BLEACHER SEATING:	BOOKING RATE:	RATE PER EVENT USE:
All Rental Groups (including EDHS events) MUST pre-request bleachers for all events!	By Row	\$15.00
	Up to 6 Rows	\$45.00
	Up to 12 Rows	\$75.00
	Full Stands	\$100.00