

Activity or activities you are requesting space for:

Office Use Only	
Activity Requires Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Group has their own Insurance <i>Please attach a copy of Insurance Certificate</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance through AS2351	<input type="checkbox"/> Yes <input type="checkbox"/> No

Permit Holder Information:

Position/Title	Last Name	First Name	Work Phone	Home Phone	Fax Number
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Address Information:

Street Number	Street Name	Apt.	
City	Province	Postal Code	E-mail

Location & Facility Type:

Location

Please list the type of facility you require (eg. Gym, room, kitchen, hall)

Booking Information:	DATES		TIMES		ATTENDANCE <i>How many people will you have in attendance?</i>
	Day of the Week	Start	End	Start	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Please note:

- On the day of your event, if you have more people in attendance than originally noted you may run the risk of your permit being cancelled.
- Any cancellations must be made 3 weeks (21 days) in advance and are subject to an additional \$25.00 administration fee.

Equipment Request (list amount of each type of equipment) Eg: tables, chairs, gym equipment, etc.	Other Request or Important Information Eg: alcohol being served, staff overtime required etc.
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Release and Indemnity – The Permit Holder hereby releases, waives and forever discharges the City of Toronto, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the permit holder or property, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising as a result of, or in any way connected with the issuance of this Permit. This Permit is made subject to the conditions on the reverse side which are subject to change, and the Permit Holder agrees to comply and ensure compliance by his/her members/participants, with those conditions.

Authorized Signature of Group/Organization <i>(If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)</i>	Today's Date
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Staff Comments: