

**MCMILLAN STREET - GAZEBO
APPLICATION FORM (1G)**Reservation Request Form for Groups under 100 persons

Date of Request: _____

Applicant's Name: _____

Organization Affiliation (*If Applicable*): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Nature/Title of Event: _____

Date of Event: _____

Hours of Event: _____

Expected Number in Attendance: _____ Expected Number of Spectators: _____

Please be reminded of the following:

- Organizers of event are responsible for ensuring that the area used is left in the condition it was found, including removing garbage to the bins provided.
- There is a zero-tolerance of alcohol consumption policy in effect in all City Parks.
- Dogs are welcome in the park, but must be on a leash at all times, and owners are responsible for picking up after them.

Events expected to include more than 100 persons are required to have a Special Events permit which may be obtained from the City Hall offices at 100 Jensen Avenue East.

Office Use Only: Request added to Special Events spreadsheet? _____

Date confirmation letter sent to applicant? _____

Electrical service key picked up? _____