

RESERVATION REQUEST FORM SPORTS COMPLEX

CLIENT ACCOUNT INFORMATION

Individual account

Full name:

Date of birth:

Email:

Phone number:

Full address:

Township:

Postal code:

Organization account

Organization's name:

Organization's email:

Phone number:

Full address:

Township:

Postal code:

Contact person's full name:

Email:

Phone number:

EVENT INFORMATION

Event name:

Event start date:

Event end date:

Expected number of people:

Event start time:

Event end time:

Arrival time of the organizer:

Departure time of the organizer:

General description of event:

Required facilities: See the following pages for specific details of each facility.

Community Hall

See page 2

Ice Rink

See page 3

Multifunctional Room

See page 2

Confederation Park

See page 4

Concrete Surface

See page 2

Place des Pionniers

See page 4

Pool

See page 3

Parks

See page 3

SPORTS COMPLEX RESERVATION

Community Hall
(120 to 300 people)

Multifunctional Room
(500 to 800 people)

Concrete Surface - Rink
(700 to 1500 people)

Number of rectangle table needed (6 feet- 6 chairs per table):

Number of round table needed (5 feet- 6 chairs per table):

Number of chairs:

Bar service:

No

Yes

Admission desk:

No

Yes

Sound system:

No

For music only

With mike

Projector (laptop not included):

No

Yes

Stage (specify the size):

No

Yes

Size:

Lectern:

Non

Yes

Portable coat rack:

Non

Yes

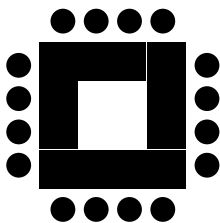
Dance floor:

Non

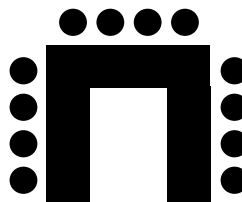
Yes

Room setup - If you have a floor plan, please included it with the room request.

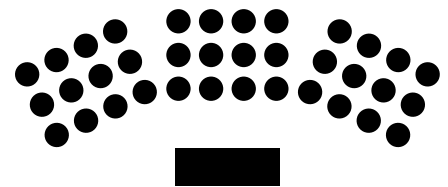
Reunion Square



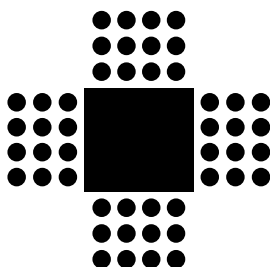
Reunion U Shape



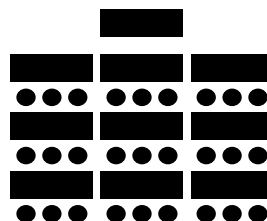
Theater



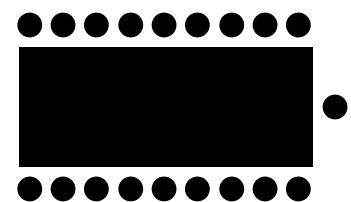
Show



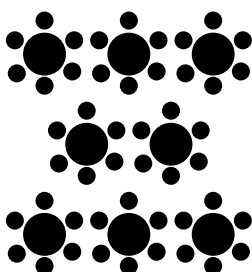
Classroom



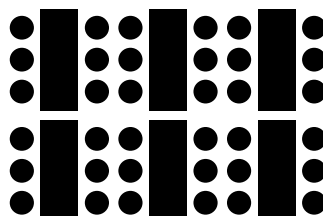
Conference



Dining



Bingo



Other

Please included it with the room request.

Pool (180 maximum)

Entire pool	No	Yes	
Lane		No	Yes
Deep area		No	Yes
Tarzan rope/diving board		No	Yes
Slide		No	Yes

Extra lifeguard (more than 60 people) No Yes

Approximate number of bathers:

Approximate number of non-bathers:

Number of adults :

Number of childs:

Please note that a swim test is required to use the slide, because no flotation devices are allowed.

Ice Rink (700 to 1200 people)

Players' room	No	Yes
1 to 4	5 to 8	Big players' room B

PARK(S) RESERVATION

	Sydney Park	Larocque Park	Old Mill Park
	Memorial Park	Cyr-de-Lasalle Park	Cadieux Park
Baseball field	No	Yes	
Soccer field	No	Yes	
Electricity	No	Basic	Fridge & fryer

Place des Pionniers
(200 to 300 people)

Confederation Park
(1000 to 5000 people)

Stage (Place des Pionniers)	No	Yes			
Shed (Place des Pionniers)	None	All	1	2	3
Gazebo (Confédération)	No	Yes			
Beach Volleyball Court (Confédération)	No	Yes			
Electricity	No	Basic		Fridge & fryer	
Water	No	Yes			
Washroom	No	Yes			
Bar Service	No	Yes			
Chair rental	No	Yes		Number:	
Table rental	No	Yes		Number:	

Will there be inflatable structures ? A copy of insurances should be provided.

No Yes

Will there be a tent (specify the size)?

No Yes Size:

Will there be alcohol? A copy of the liquor license should be provided.

No Liquor sales For consumption only

Will there be a bbq or a mechoui? A copy of insurances should be provided. An official of the Ontario Health Unit will have to inspect your facilities.

No Yes

Will there be fireworks? You must have the Fire Department approval.
Please contact them at 613 632-1105.

No Yes

Will there be any food-truck on the site? A copy of insurances should be provided. An official of the Ontario Health Unit will have to inspect your facilities.

No Yes

When completed, send to info@hawkesbury.ca :

- Technical specifications
- Room reservation request form
- Insurances or license copy (if applicable)
- Floor plan (if applicable)

For more information, please contact us at 613-632-0106 #2354. Keep in mind that the processing time for a room rental is 5 office days. We will contact you to clarify the demand and a rental contract will be sent to you to confirm your reservation.