City of Kingston

Recreation and Leisure Services Department

Special Events Application Form (for events with less than 250 participants)

SECTION A – APPLICANT INFORMATION			
Name of Applicant		Applicant Phone #	
Applicant Address		Applicant Email	
Contact Name #1		Contact Name #2	
Phone #		Phone #	
Cell #		Cell #	
Fax #		Fax #	
Email		Email	

SECTION B – EVENT INFORMATION			
Name of Event:		Number of Participants:	

Where would you like to hold your event?

First Choice	
Second Choice	
Third Choice	

What type of event are you planning? (additional fees may apply)

☐ picnic ☐ wedding ☐ fundraiser other:

Dates and Times of Event

EVENT DATE	EVENT TIME				SET UP TIME	TAKE DOWN TIME
	Start		End			

SECTION C– SERVICES AND EQUIPMENT

Please describe the kinds of equipment or services you will need from the City for your event (additional fees may apply)

☐ barbecue*	☐ picnic shelter	☐ bleachers	☐ snow fencing
☐ picnic table	☐ stage	☐ garbage containers	☐ road closure
☐ water hook up	☐ electricity hook up	☐ recycling containers	☐ other:

Thank you for booking your event with the City of Kingston!

*on site barbecues are available for use in some city parks

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), collected on this form, is collected and will be used in accordance with MFIPPA. The Personal information will be used by staff of the Corporation of the City of Kingston to register applications for sportsfields/tournaments/special events. Questions regarding the collection, use, and disclosure of this personal information should be directed to centralbookingagent@cityofkingston.ca or 613-546-4291 extension 1800