



**Recreation & Leisure Services Division**  
 Bus: (613) 546-4291 Ext: 1800 Fax: (613) 384-3055  
[facilitybooking@cityofkingston.ca](mailto:facilitybooking@cityofkingston.ca)

**SIGN REQUEST FORM – Lake Ontario Park and Lion Civic Gardens**

*(for use by non-profit groups/organizations only)*

*Please complete the information below and submit for review of sign availability. Staff will be in touch with you to confirm the sign placement. Maximum length of posting is one week, unless there are no other requests.*

**NAME OF ORGANIZATION:**

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**CONTACT NAME:**

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**PHONE:**

<b>Business:</b>	( ) -	<b>Residence:</b>	( ) -
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Fill in spaces below as outlined above, noting spaces and punctuation.  
 (max 14 characters per line – 4 lines for Lake Ontario Park)


(max 19 characters per line -3 lines for Civic Garden)


**EVENTS DATES:**

<b>Start Date:</b>		<b>End Date:</b>	
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