



City of Kingston
Recreation & Leisure Services
Portsmouth Olympic Harbour

ROOM RENTAL REQUEST FORM

Mailing Address:
53 Yonge Street Kingston
Kingston, ON K7M 6G4
Website: www.cityofkingston.ca

Location:
Portsmouth Olympic Harbour
Phone (613) 546-4291 Ext. 1806 or 1887
Fax (613) 544-4776

Contact Name/Organization: _____

Address: _____ City _____

Postal Code _____ Email address: _____

Phone (w) _____ (h) _____ Cell: _____ Fax: _____

Type of Event: _____ Expected attendance: _____

FACILITY (Sailroom, Lobby Lounge, etc.)	DATE	TIME (From - To)	EQUIPMENT (Screen, TV, etc.)	SET UP (Classroom, Theatre, etc.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please Note:

The Portsmouth Olympic Harbour Building is open from 8AM to 6PM.

All necessary Permits should be obtained prior to your event. For license and permit information, please contact our Licensing & Enforcement Department at (613) 546-4291 Ext. 3150.

All food and beverages served on site at Portsmouth Olympic Harbour are to be arranged through the Harbour Restaurant. Please contact The Harbour Restaurant at (613) 549-4440.

Applicant Name (please print)

Applicant Signature

Date

NOTICE OF COLLECTION

Personal information on this form is collected under the authority of the *Municipal Act* and will be used solely to maintain and update client information related to Facility Bookings functions.