



ORILLIA CITY CENTRE
50 ANDREW ST. S., SUITE 300
ORILLIA, ON L3V 7T5

TEL (705) 329-7250
FAX (705) 329-2176
EMAIL parks@orillia.ca

PARKS, RECREATION AND CULTURE

Rental/Special Event Permit Request

Contact Information

Organization Name: _____

Main contact: _____ Address: _____

Phone: Home _____

Cell _____

Email: _____

Event Information

Single Booking Repeat Booking Renewal New Request

Name of Event: _____ Expected Number of Participants: _____

Day 1 - Date: _____ Start Time: _____ End Time: _____

Day 2 - Date: _____ Start Time: _____ End Time: _____

Day 3 - Date: _____ Start Time: _____ End Time: _____

Location of Event:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Type of Event:

- Meeting Room *please provide set up requirements & # of people * Ice Field Sports Wedding
 Special Event - Park Special Event - Facility Picnic Other: _____

Activities Involved with Event:

- Food – Participants/Organizers Alcohol Fireworks Amusement Rides/Inflatables
 Food – Public Barbecue Vendors Sports/Games
 Lottery/Game of Chance Tents Music Entry Fee
 Other: _____

Services and Equipment Required: * Additional Fees May Apply*

- Water Electricity Road Barricades Special Event Waste Diversion Containers

Application Checklist

Please select information that you are submitting with your application:

- Liability Insurance *\$2 million naming the Corporation of the City of Orillia as additional insured* Security Deposit
 Event Site Layout Alcohol License Parade Permit Building Permit for Tents

Applicant Signature _____ Received by: _____

Date _____ Date _____