



RECREATION & CULTURE
Town of Newmarket www.newmarket.ca
 395 Mulock Drive recreation@newmarket.ca
 P.O. Box 328, STN Main T: 905 895.5193
 Newmarket, ON L3Y 4X7 F: 905 953 5113

Work Order # _____
 Internal _____
 Recreation Staff _____

MOBILE STAGE TRAILER SPECIAL EVENT REQUEST FORM

Please be advised that whenever possible Special Event Requests be submitted 3 months prior to your event.

Your request cannot be processed unless all pages of this form are completed in full. All requests are subject to availability. Please do not assume that your request has been granted until you have received CONFIRMATION from the Newmarket Recreation and Culture Department in the form of a contract.

A. Event/ Function Information

Event/Function Name _____

Event Date(s): _____ Alternate Date: _____

Event Location(s): _____

Expected Attendance: _____

Event/Function Category: Youth Adult Senior Family All

Name of Contact (must be 18 years): _____

Name of Organization (if applicable): _____

Mailing Address: _____

No. Street Name Suite No.

City Province Postal Code

Contact Numbers: Bus: _____ Ext. _____

Cell: _____

Res: _____ Fax: _____

Email: _____

Have you rented the stage trailer previously for this event? Yes No



B. Applicant Information

Organizations please answer the following:

1. Is your group a Charitable Organization? Yes No
 If yes, does it have a Charitable Donation Number? Yes # _____
2. Is your group a Non-Profit Organization? Yes No
 If yes, please provide proof. _____

C. Event/Function Overview

Please provide an outline of the activity you plan to present (include agendas and/or flyers that may be in place for your event)

D. Event/Function Location & Dates

Event/Function Dates			Time(s) Required		
Event/Function set-up to begin:			Date: (mm/dd/yy) at Am Pm		
	Date	Event Hours	Facility Required From:		Facility Required To:
1.			Am	Pm	Am Pm
2.			Am	Pm	Am Pm
3.			Am	Pm	Am Pm
Event/Function clean-up to be completed by:			Date: (mm/dd/yy) at Am Pm		

E. Site Plan/ Floor Plan

Please provide a detailed site plan of your event/function

Please be advised that your event should not be advertised until APPROVAL has been granted by the Newmarket Recreation and Culture Department

Applicant Signature _____
Date