



Essa Township Sport Field Rental Request Form

Booking No. _____
(Admin Use only)

* This form must be completed in full before submitting. Requests will not be processed if not complete. The booking process could take 5 – 7 business days; please note this and provide adequate time before the desired rental date. All Payments are to be paid in full on or before the rental date; failure to do so may result in cancellation of the rental, cancellation fees may be applied. Bookings are only confirmed once contracts are signed and payment is received. Completed forms can be dropped off or mailed to the Township Administrative Office (5786 County Rd 21, Utopia ON L0M 1T0) or emailed to parksandrec@essatownship.on.ca*

General Information:

Name of Individual or Organization" _____

Point of Contact for Rental (First Name): _____ Last Name: _____

Phone Number: _____ Address: _____

Resident? YES / NO Email Address: _____

For One Time Rentals:

Date of Rental: _____ Alternate Date: _____ Event Type: _____

Location: _____

Start time: _____ Service Required? YES / NO (If yes, an extra fee may be applied

End Time: _____

For Reoccurring Rentals:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time:							
End time:							
Duration:							
Location:							

Admin Use Only:

- Request Received: _____
- Contract Signed: _____
- Payment Received: _____
- Copy of Liquor License Received: _____
- Copy of Insurance Received: _____
- Added to MaxGalaxy Facility Schedule/Grid: _____