



Facilities Request Application

All users shall comply with Town Policy

NAME OF GROUP APPLYING: _____

CONTACT PERON: _____

ADDRESS & POSTAL CODE: _____

PHONE: H: _____ W: _____

FACILITY(S) TO BE USED: _____

DATES REQUIRED: _____

TIMES REQUESTED: _____

PURPOSE OF APPLICATION: _____

ADDITIONAL COMMENTS: _____

SIGNATURE OF ALLICANT: _____

PLEASE PRINT: _____

DATED: _____

REGULATIONS:

1. Tables, chairs or tents, will not be provided by the Town of Amherst.
2. Request from organizations and groups shall be submitted to the Town of Amherst, Department of Recreation, PO Box 516, 185 Church Street Amherst, Nova Scotia B4H 4A1
3. Supervision of the activity involved must be fully assumed by the organization/ group authorized to use the facility(s).
4. Groups and organizations using the facility(s) are responsible for damage sustained, reporting of damage, and cleanup of the facility(s)
5. Each body granted permission to use the facility(s) must insure:
 - a. All members restrict their movement to the area of the building and/or property specified on the application
 - b. All members leave immediately after the designated time has elapsed
 - c. That a responsible supervisor is in attendance
 - d. That the Town of Amherst is advised of any change(s) to the intention of the applicant.
 - e. That the Town of Amherst is provided advance notice of cancellation
 - f. That all parking regulations are adhered to
 - g. That liability insurance is provided if applicable
 - h. The organization/group insures all applicable provincial permits are obtained for serving food or beverage

OFFICE USE ONLY:

DATE RECEIVED: _____

FEE (IF APPLICABLE): _____

DATE APPROVED: _____

AUTHORIZED BY: _____

