



OUTDOOR SPORTS FIELD PERMIT REQUEST



PARKS, RECREATION AND CULTURE
 225 EAST BEAVER CREEK ROAD
 RICHMOND HILL, ON L4B 3P4
 Phone: (905) 747- 6383
 Fax: (905) 771-2481
 E-mail: parks@richmondhill.ca

RENEWAL

NEW REQUEST

GENERAL INFORMATION

Organization: _____

Total Player Registration: _____ % Richmond Hill Residency: _____ (attach player roster)

Total number of Teams: _____ House League: _____ Rep/Select: _____

PRIMARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: (H) _____ (W) _____

Fax: _____

Email: _____

SECONDARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: (H) _____ (W) _____

Fax: _____

Email: _____

FACILITY REQUEST INFORMATION

Facility Type:	Soccer Field <input type="checkbox"/>	Baseball Diamond <input type="checkbox"/>	Tennis <input type="checkbox"/>
	Other: <input type="checkbox"/> _____		
Purpose of Request:	League Seasonal <input type="checkbox"/>	Tournament <input type="checkbox"/>	One-time Use <input type="checkbox"/>
Participant Information:	Children <input type="checkbox"/>	Youth <input type="checkbox"/>	Adult <input type="checkbox"/>
	Co-ed <input type="checkbox"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
	Slo Pitch <input type="checkbox"/>	Softball <input type="checkbox"/>	Baseball <input type="checkbox"/>
	Soccer <input type="checkbox"/>		

LIST OF REQUIREMENTS

Lights Yes No

Bunker Key Yes No Quantity: _____

FOR TOURNAMENT USE ONLY

Additional: _____

Beer Garden Yes No

Location: _____

*** PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants and that the name and address information will be collected by the Town for the purpose of verifying registration numbers and % of Richmond Hill residency only.. Inquiries may be directed to the Director of Parks, Recreation & Culture Department, telephone (905)771-2423.



OUTDOOR SPORTS FIELD PERMIT REQUEST



Renewal of Requested Permits	Day of the week	Start Date	End Date	Start Time	End Time

NEW Facility Requested	Day of the week	Start Date	End Date	Start Time	End Time

Note: There is a two hour minimum charge at all rental facilities.

FOR TOURNAMENT USE	
<u>Check (✓) List</u>	
Insurance	<input type="checkbox"/>
Game Schedule	<input type="checkbox"/>
Sports Activity Agreement	<input type="checkbox"/>
Special Occasions Agreement (only if Beer Garden is requested)	<input type="checkbox"/>

FOR SEASONAL USE	
<u>Check (✓) List</u>	
Insurance	<input type="checkbox"/>
Game Schedule	<input type="checkbox"/>
Current Executive List	<input type="checkbox"/>
Players Roster Including Addresses	<input type="checkbox"/>
Sports Activity Agreement	<input type="checkbox"/>
Current Board of Directors List	<input type="checkbox"/>
Previous Years Audited Financial Statement (Local Minor Organizations only)	<input type="checkbox"/>

Applicant Signature: _____

Date: _____

YOU MUST RETURN THIS FORM TO:

Town of Richmond Hill
Parks, Recreation and Culture Department
225 East Beaver Creek Road, 8th Floor
Richmond Hill, ON L4B 3P4
or Fax: (905)-771-2481

*** PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

Additional Notes: _____

TRH-PRC-SF-OSFPR-05