

**Section A - Contact Information (2 Contacts are Mandatory)**

The City will use these email addresses to contact you about field conditions and other important information.

Primary Contact:		Secondary Contact:	
Address:		Address:	
City:		City:	
Postal Code:		Postal Code:	
Telephone:		Telephone:	
Cell/Business:		Cell/Business:	
Email/Address:		Email/Address:	

**Section B – Organization Information**

(Roster(s) must be attached. In order to qualify for Markham resident rate a minimum 75% of the group must be Markham residents otherwise Non-Resident rates will be applied. Failure to submit rosters will result in Non-Resident rates applied.)

☐ Adult - Regular Season      ☐ Youth – Regular Season      ☐ Camp      ☐ Tournament – Adult      ☐ Tournament – Youth

Name of your Organization:		How many weeks in your season?	
How many teams are in your organization?		How many total players in your organization?	

☐ **Insurance Certificate Attached**

Please submit insurance certificate even if renewal is later in season. It is the applicant's responsibility to ensure the City has the most up to date certificate on file.

**Section C – Field Request**

The City will make every effort to grant your field location/time requests; however, no guarantees on field requests.

Sport Played	Field Name	Day of week	Start Date	End Date	Start Time	End Time	Exemption Dates

**Section D – Gazebo Rentals in Addition to Field bookings** (Please identify your request for Gazebo space below:)

Maximum of 50 people. Please contact the Allocation Department for information about rentals of more than 50 people.

Location:
Date:
Start Time:
End Time :
Number of Guests attending:

Requests for Picnic Tables: 1 Load = 8 Tables

Number of loads requested:
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Requests for BBQ Fencing: 1 Load = 50 ft (Required if bringing a BBQ to any Markham Outdoor Park)

Number of loads requested:
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**Section D – Acknowledgment**

I as the Permit Holder, acknowledge and am aware that there will be costs involved when booking fields and do hereby accept responsibility for all fees charged by the City of Markham for the use of the sports fields requested, including hydro and miscellaneous charges (if applicable). Permit Holder is responsible for submitting a written request for any cancellation(s) and/or change(s) to this application and/or their permit. **Refunds will NOT be issued for any cancellation and/or change requests made less than one (1) week prior to the permitted date.** Permit Holder must pick up litter and garbage after each facility use. The City of Markham may invoice the Permit Holder for costs incurred to clean up, damages or other services requiring City of Markham staff. Permit Holder must obtain written authorization from the Parks Manager before applying for LCBO license. Permit Holder is not allowed to sell food at any park without prior written consent from the Parks Manager.

**The undersigned confirms that the permitted party carries public liability insurance of not less than \$5 million dollars and agrees to indemnify Markham against all claims arising in relation to the permitted party's use of the permitted premises. The undersigned will provide a copy of the valid Certificate of Insurance with the application prior to use of the field/park/diamond.**

**NOTE:** The City of Markham reserves the right to cancel or suspend permits.

Date:		Signature:	
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Send complete form to: **City Of Markham – Allocations Department, 101 Town Centre Blvd, Markham ON L3R 9W3** • Or email: **rentalpermits@markham.ca**