

# Welcome

By providing information on this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions ( Miller park and Port Glasgow Trailer Park) until December 31, 2021.

# Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

**Organization Name \***

**Representative's Name \***

**Main method of Contact \***

☐ Phone Number

☐ Email Address

**Phone Number**

**Phone Number \***

**Email Address**

**Email Address \***

**Please select the facility you are requesting the waiver of usage fees.**

☐ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

**Room Request within the West Elgin Recreation Centre.**

- ☐ Full Building
- ☐ Large Meeting Room
- ☐ Main Hall
- ☐ Kitchen
- ☐ Small Meeting Room

**Reason for waiver of rental fees**

**Date of Requested Fee Waiver.**

- ☐ One Time Rental
- ☐ Multiple Rental Dates

**Please state Multiple Rental Dates.**

**We hereby request a waiver of usage fees for the above stated facility until December 31, 2020.  
We understand the booking process will remain the same. \***

- ☐ Clicking this box you agree to the above statement and all terms and conditions associated.

**Date**

# OFFICE USE ONLY

Date

Council Approval

☐ Received

Clerk Signature

# Thank You

You will receive a confirmation by preferred method of contact once approved by council.