

**FOR OFFICIAL USE ONLY**

APPLICATION FEE: \_\_\_\_\_

- \_\_\_ Cash
- \_\_\_ Check # \_\_\_\_\_
- \_\_\_ Visa

(finance code SPEVP - APFEE )

Date Recieved: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

LICENSE FEES

\_\_\_ PAYMENT RECEIVED (CITY EMPLOYEE INITIAL)

- \_\_\_ Cash
- \_\_\_ Check # \_\_\_\_\_
- \_\_\_ Visa

(finance category SPEVP  
use codes set out below)

**SPLASH PARK GROUP RESERVATION APPLICATION**  
**Ontario Splash Park**

**THIS APPLICATION CAN ONLY BE GUARANTEED IF FILED  
WITHIN 15 DAYS OF THE RESERVATION**

This application is to be completed by individuals or groups wishing to reserve space at the Ontario Splash Park for exclusive use of a shade canopy or party room.

1) Applicant Full Legal Name: \_\_\_\_\_

2) Complete permanent home and local address of Applicant:

Address & Apartment #	City	State	Zip	Phone
_____	_____	_____	_____	_____

Email: \_\_\_\_\_

3) Name of Sponsoring Organization: \_\_\_\_\_

4) Estimated number of people who will participate in the event: \_\_\_\_\_

5) Proposed Date of Event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

6) Shade  or Party Room Preferred

7) Description of proposed event: \_\_\_\_\_

\_\_\_\_\_

8) Deposit - Clean-Up:

- \_\_\_ \$25 clean-up deposit for group size 10 or less
- \_\_\_ \$50 clean-up deposit for group size between 11 and 25
- \_\_\_ \$75 clean-up deposit for group size between 26 and 50
- \_\_\_ \$100 clean-up deposit for group size between 51 and 100

(Forfeited deposits for cleaning FRCLNPD)

9) Type of reservation requested and refundable clean-up and/or damage deposits\* required:

\_\_\_\_\_ Reserve Splash Park party room for two hours (\$75 reservation fee – non-refundable) Includes set up and take down of tables and chairs.

\_\_\_\_\_ Reserve Splash Park shade for two hours (\$50 reservation fee – non-refundable) Includes set up and take down of tables and chairs.

\_\_\_\_\_ Reserve Splash Park pergola for two hours (\$35 reservation fee – non-refundable)

10) Please indicate which of the following is requested:

Spaces to reserve:

\_\_\_\_\_ 36' by 18' Shade Canopy  
4 tables – 24 chairs

\_\_\_\_\_ Pergola  
seats 12 on picnic tables  
plus wheelchair accessible

\_\_\_\_\_ Indoor Party Room  
6 tables – up to 36 chairs

**INFORMATION TO APPLICANT - PLEASE READ CAREFULLY BEFORE SIGNING.**

Upon signing this Application, Applicant states that he/she has reviewed all pertinent information and that all information contained in the application is true and correct to the best of Applicant's knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Ontario Splash Park Reservation**

**TO BE COMPLETED BY THE ONTARIO RECREATION MANAGER:**

\_\_\_\_\_ This application is hereby APPROVED and issuance of a SPECIAL EVENT PERMIT is hereby authorized for:

\_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_ (two hour segments)  
Shelter, Room, or Pergola                      Time                      Time

\_\_\_\_\_ I hereby DENY this application for the following reasons:

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\_\_\_\_\_  
RECREATION MANAGER

**NOTICE TO APPLICANT UPON APPROVAL**

The Recreation Manager may revoke a special events permit if circumstances clearly show that the event can no longer be conducted consistent with public safety.

Any persons violating any provision of Chapter 3 of the Ontario Municipal Code commits a Class B civil violation.

Please note that City splash park is open for public use and therefore open to all residents. In scheduling the use of a covered area, there will be reservation signs placed at the desired location. All other areas will not be reserved.