

WM Sobey Indoor Sports Complex - Booking Request Form

Group-Contact Information

Name* _____

** This should be the contact/person responsible for the booking*

Organization _____

Phone number _____

Email address* _____

** our primary method of communication is Email so include an email that is monitored regularly*

Activity Information

Age Group

Youth Adult Youth and Adult

Sport-Activity _____

Estimated number of participants _____

Booking Details (complete 'single' or 'seasonal' section)

Single Event *Note: seasonal requests may take priority over single event bookings*

Date	
Start time	
End time	

Seasonal (weekly)

Season for this booking (choose all that apply to this request)

Oct-Dec Jan-Feb Mar-May Jun-Sept

Start Date	
End Date	

Preferred Days/Times (list in preference order, include alternates)

	Day of Week	Start time	End time
1			
2			
3			
4			
5			

** in order to schedule all requests, alternate days-times may need to be assigned to your activity*

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Field Requirements

Full Turf Field Turf Field A Turf Field B SportCourt

** field options may vary each season; refer to Complex Booking Guide for details*

Additional services required (examples-equipmnt storage; setup)

Insurance

Groups are responsible for their own liability insurance coverage for their activity. Provide details of any participant insurance coverage for your activity

Additional Activity Notes-Information

All booking requests received prior to each season deadline will be reviewed and every effort will be made to accommodate all requests. You may be contacted to attend a meeting with other booking parties where conflicting bookings or limited availability will not allow us to meet all booking requests.

Once a booking request has been approved, you will be sent a Reservation Contract that must be signed/approved by you.

Our Complex Booking Guide (with rates), Code of Conduct, and overall Facility Allocation Policy can all be found on our website at <http://www.sobeysportscomplex.ca/>