

Application for Facility Fee Waivers

PURPOSE of FACILITY FEE WAIVERS

To assist non-profit organizations and civic groups, with facility fee waivers, for projects and activities that will benefit the community and enhance the quality of life of Brockville's citizens.

ELIGIBILITY

To apply, the applicant must be:

- a not-for-profit organization
- be based in Brockville with the majority of its membership or registrants comprised of Brockville residents / ratepayers

The requesting organization / group must demonstrate a degree of own revenue generating initiatives and efforts being undertaken, such as:

- user / membership / participant fees
- Provincial / Federal subsidies, where applicable
- fund raising campaigns

SUBMISSION REQUIREMENTS

- Complete all sections of the application form
- Must include mission statement or purpose of organization requesting facility fee waiver
- Attach a copy of budget for event
- Demonstrate need for facility fee waiver
- Requests should be made in advance of event.

APPLICANT INFORMATION

Name of Organization / Civic Group

Contact Name:

Address – Street Number / Name

Unit / Suite

City / Town

Province

Postal Code

Telephone No.

Fax Number

E-Mail Address

MISSION STATEMENT or PURPOSE OF ORGANIZATION / CIVIC GROUP

Event Information

Name / Type of Event being held

City Facility being Requested

Date(s) of Event

Time(s) of Event

Special set-up requirements (ie. Tables; chairs)

What will the proceeds from this event be used for?

Budget Information

Have you attached a copy of the operating budget for this event? Yes No

If not, why not?

Submitter's Information

Name + Title

E-mail Address (if different from above)

Signature

Phone No. (incl Area Code, Ext.)

Date (dd-mm-yyyy)