



## Permit Request Form

### Wollaston Community Centre, Coe Hill School

*"A partnership between Hastings and Prince Edward District School Board and the Township of Wollaston"*

Organization Information			
Sponsoring group/agent/individual:		<input type="checkbox"/> Community use <input type="checkbox"/> Township use	
Person in charge of event (applicant must be in attendance for the duration of the permit and is responsible for the event):			
Telephone: Business ( ) Residence ( )		E-mail address:	
Booking Information			
Category of age of the expected participants(check all that apply):		Number of participants expected: _____	Gender of participants:
<input type="checkbox"/> children 0-6 <input type="checkbox"/> adults 25-64 <input type="checkbox"/> children 7-12 <input type="checkbox"/> seniors 65+ <input type="checkbox"/> teens 13-18 <input type="checkbox"/> no target age (wide range in the ages of participants) <input type="checkbox"/> young adults 19-24		<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> both	
Type /name of activity (e.g. Fun Fair, Karate lessons):		Not-for-profit group	
		<input type="checkbox"/> yes <input type="checkbox"/> no	
Category of activity (check all that apply):			
<input type="checkbox"/> Aboriginal-focused programs <input type="checkbox"/> arts and cultural (e.g. concerts, theatre) <input type="checkbox"/> child care programs <input type="checkbox"/> community services (e.g. job fair) <input type="checkbox"/> educational (e.g. homework club, instructional courses) <input type="checkbox"/> health and wellness (e.g. nutrition, blood donation) <input type="checkbox"/> parenting support (e.g. new parent classes)		<input type="checkbox"/> leadership (e.g. scouts, guides) <input type="checkbox"/> meetings <input type="checkbox"/> social (BBQ, dances, meet and greet) <input type="checkbox"/> sports and recreation <input type="checkbox"/> supports for low income communities <input type="checkbox"/> supports for recent immigrants <input type="checkbox"/> other (please specify): _____	
Days/dates of use:			
Start and End Time (include set up time for decorating/cleanup):		Doors open:	Doors close:
Required: <input type="checkbox"/> Auditorium/gymnasium <input type="checkbox"/> Kitchen <input type="checkbox"/> Grounds <input type="checkbox"/> Washrooms			
<input type="checkbox"/> Sports Equipment (please specify; subject to principal approval, \$10 per permit): _____		<input type="checkbox"/> tables, # required _____ <input type="checkbox"/> chairs, # required _____	
Liquor served (license is responsibility of Township):		Custodian required:	
<input type="checkbox"/> no <input type="checkbox"/> yes (custodian is mandatory for cleanup) bar opens _____ bar closes _____		<input type="checkbox"/> no <input type="checkbox"/> yes (applicable fees will apply) <input type="checkbox"/> Township <input type="checkbox"/> HPEDSB	
I have read and agree to the conditions as set out on the reverse of this form.			
Signature:		Date:	
Questions regarding the community centre rental application can be directed to:		Questions about community use of schools in Hastings and Prince Edward District School Board can be directed to:	
Jennifer Cohen Township of Wollaston Box 99, Coe Hill, Ontario K0K 1P0 613-337-5731 Fax: 613-337-5789 <a href="mailto:Jcohen@bellnet.ca">Jcohen@bellnet.ca</a>		Community Use of Schools 156 Ann Street, Belleville, Ontario K8N 1N9 613-966-1170 or 1-800-267-4350, extension 2361/2244 Fax: 1-613-966-4682 <a href="mailto:communityuse@hpedsb.on.ca">communityuse@hpedsb.on.ca</a>	