

Request for space procedure

1. You must make a written request, by filling out the « Request for space » form. The forms are available at the reception desk at the Côte-des-Neiges Sports Center during opening hours. No reservations will be done by phone or verbally, only a signed document will be considered valid. **Incomplete forms will not be considered.**
2. If you wish to give us more information on your event or your organization, you may attach a letter to the present form.
3. Your request must be sent or brought to the following address;

Loisirs Sportifs Côte-des-Neiges –Notre-Dame-de-Grâce
4880, Van Horne
Montreal (Quebec) H3W 1J3

Or faxed to (514) 342-4634 or emailed to; info@loisirssportifscdn-ndg.com
4. Your request must be made **at least 15 working days** before your event. The request does not guaranty the availability of the space or the equipment. We suggest that the request be made as soon as possible.
5. You will receive an answer to your request in the following manner;
 - a) We will contact you by phone at the numbers written on the form.
 - b) If your request is accepted, we will set a time to meet with you to sign the contract and pay all the necessary fees.
 - c) At this meeting you must bring ;
 - A proof of insurance
 - A copy of your incorporation charter
 - A resolution from the organization mandating the person responsible for the event.
 - A description of the event ;
 - ✓ A scenario of the day
 - ✓ A plan for the set-up of the equipment
 - ✓ A list of workers and volunteers that will be working that day
6. Requests will be treated according to the rental policy.
7. All fees are paid to the order of Loisirs Sportifs Côte-des-Neiges – Notre-Dame-de-Grâce. A receipt will be given to you at the time of payment.

The management of Loisirs Sportifs Côte-des-Neiges –Notre-Dame-de-Grâce



Loisirs Sportifs Côte-des-Neiges – Notre-Dame-de-Grâce

Request for space

Organization

Name of organization :		
Address :	City :	Postal code :
Telephone :	Telephone (other) :	Fax :

Representative of organization

First and last name :	Title :
Telephone office : residence :	e-mail address :

Activity or event

Nature of the activity or event :				
Event type : Competition/Federated tournament ____ Regular activity ____ fundraiser ____ Celebration ____ Other ____				
Date(s) : from : ____ to ____ day(s) ____		Hours : from : ____ to : ____		
Participants :	Age :	Sex :	%Resident(s) :	Spectators :

Room requested

Room	Check	Capacity
Double gymnasium (33x44)		Sport event : 120 people Recreative event: 600 people
Single gymnasium (33x17)		Sport event : 60 people Recreative event: 200 people
Gymnasium stands		290 people
Conference room		12 people
Dance and martial rooms		Sport event : 20 people Recreative : 40 people
Pool		To be determined
Wading pool		To be determined
Pool stands		120 people

Equipment required

Chairs :	Round table(s) :	Rectangular table(s) :
Sound system :	Extra microphone :	Sound technician :
Other (specify) :		
Set up required :	Yes :	No :
Tear down :	Yes :	No :

Signature of person requesting: _____ Date: _____

Questionnaire

1. What type of organization is your organization?
Non-profit _____
Public sector _____
Private sector _____

2. Is your organization incorporated?
Yes _____ No _____

3. Is your organization insured?
Yes _____ No _____

4. Your organization exists since : _____

5. In what electoral district does your organization operate?
CDN _____
NDG _____
Snowdon _____
Decarie _____
Victoria _____
Loyola _____
Other _____

6. What is your organization's field of intervention?
Physical/Sport activity _____
Community activities _____
Cultural activities _____

7. Does your organization represent a specific cultural group?
Yes (specify) _____ No _____

8. What is the age group of your clientele?
Children 0-5 yrs. _____
Youth 6-12 yrs. _____
Teens 13-17 yrs. _____
Adults 18-54 yrs. _____
Seniors 55+ _____

9. During the activity, are your participants supervised?
➤ Yes, by employees _____ Yes, by volunteers _____ No _____
➤ What is the name of the person responsible : _____

10. Are you charging an entrance fee or a registration fee for your activity?
➤ Yes (price) _____ for _____ No _____