

BOOKING APPLICATION



Type of Event:

APPLICANT INFORMATION:

Name of Organization :

Applicant's Name: (the "Applicant")

Applicant's Mailing Address:

Applicant's Work Number: Cell Number: Fax Number:

Applicant's Email:

PRIVACY NOTICE:

The collection of personal information is necessary to process your request for the use of the indicated premises for the event described in your Booking Application. Your personal information is being collected under the authority of clause 36(1)(b) of *The Freedom of Information and Protection of Privacy Act* ("FIPPA") as it relates directly to and is necessary for the provision of an existing service of Manitoba Finance. The collection of the personal information is limited to the minimum amount required to process your Booking Application and it will not be used or disclosed for other purposes, unless permitted by FIPPA.

Your personal information is protected by the protection of privacy provisions of FIPPA. If you have any questions about the collection of your personal information, please contact the Access and Privacy Coordinator at Manitoba Finance, 200-386 Broadway, Winnipeg, MB R3C 3R6 or by phone at (204) 945-1415.

EVENT INFORMATION:

NAME OF EVENT:

PREMISES REQUESTED:

DATE REQUESTED (Day, Month & Year):

TIME REQUESTED (set up time, start time and end time):

ANTICIPATED ATTENDANCE:

Description of Event:

SPECIAL DETAILS: Please refer to the Guidelines and Definitions set out in the Booking Application Guide

ELECTRICITY/POWER: (indicate electrical requirements)

EQUIPMENT: (Please provide details of any audio visual or recording equipment that may be used at your event)

FOOD AND BEVERAGE SERVICE: (Indicate any food/ beverage service planned for your event)

FURNITURE: (Manitoba may provide tables, chair, podium and easel - please indicate your requirements and amount)

MEDIA: (will media be in attendance)

PARKING: (indicate any special parking requirements)

GOVERNMENT REPRESENTATIVES: (please indicate if there are any government representatives expected to attend)

OTHER: (ceremonial use of tobacco, temporary structures (tents), portable washrooms, etc.)

INSURANCE CERTIFICATE:

SECURITY:

Not Applicable

The Booking Application Guide attached is incorporated into and forms part of this Booking Application. By signing below and submitting the Booking Application, the Applicant agrees to comply with, and to ensure that persons attending the Applicant's event comply with, the Booking Application and the Booking Application Guide.

Applicant Signature:

Print Name(s)/Title(s) of Authorized Signatories:

Please forward your completed and signed Booking Application to:

Planning and Program Analyst
200 - 400 Ellice Avenue
Winnipeg, MB R3B 3M3
Tel: (204) 945-0102 Fax: (204) 945-5933
Email: eventsrequest@gov.mb.ca