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| **Municipal District of St. Stephen** |

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|  | **Rotary Diamond & Field and all Parks: Rental Request****Requests are not considered confirmed until you receive a booking number from our agents, Monday-Friday 9am-4pm (excluding holidays).****Reservations cancelled with less than 48 hours notice are subject to full charge.****Please allow up to 2 business days for a reply. Please email requests to events@chocolatetown.ca** |  |  |
| **Renter Name /Organization:** |
| **Mailing Address:** |
| **Primary Contact Name:** | **Phone:** | **E-mail:** |
|  |  |  |

**Rental Information:**

|  |  |
| --- | --- |
| Field/Park/Diamond Requested: | Date & Time of Use: |
| Total Hours of Use: | Activity Planned: |
| Rental Start Time: | Rental Finish Time: |
| *Amount Due (if applicable):* | *Booking number:* |

**Summary of Rental Conditions:**

* Access begins 15 minutes prior to booking and 15 minutes after booking
* Users shall not be on fields or diamonds in inclement weather and agree to follow posted signage.
* *All rentals must be paid at least 48 hours prior to event start or rental is subject to cancellation.* If the field is not available, the initial fee will be refunded.
* Park By-Law: The Municipal District of St. Stephen’s by-law regarding usage of our recreational areas is enforced by our municipal RCMP service. Any person violating any provision of the by-law is guilty of an offense. This by-law prohibits loitering or remaining in the parks between sunset and one hour before sunrise. This by-law prohibits the tampering and destruction of any and all public property. This by-law prohibits the use of motor vehicles and bicycles from all areas not designated for such usage. This by-law prohibits littering. Those individuals violating these by-laws may be subject to fines and/or prosecution.

Failure to comply with the rules and regulations of the Municipal District of St. Stephen will result in removal from the fields, diamonds and parks, with no refund.

I understand the terms and conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

22 Budd Ave, St. Stephen, NB, E3L 1E9| (506) 467-3030 x126

events@chocolatetown.ca | [www.town.ststephen.nb.ca](http://www.town.ststephen.nb.ca/) *Updated: March 2023*

**Credit Card Authorization/Payment Information**

I, the undersigned cardholder, authorize the merchant “Municipal District of St. Stephen” to charge my credit card for purchases related to reservation. I agree that my information may be saved by the merchant for future payments and understand that this can be revoked at any time with request. I understand that my card will be charged 48 hours prior to the event date and if a cancellation is not placed, in writing, prior to 48 hours I will be charged as per the Cancellation Policy, which I have read and understand. I, the undersigned understand that in case of a payment being declined, the rental will be cancelled.

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| **Card Type: □ Visa Credit □ Mastercard Credit □ Other:**  |
| **Card Holder Full Name:**  |
| **Credit Card Number:**  |
| **Expiration Date:**  | **Postal Code:**  | **CVV/CVC:**  |

**Card Holder’s Signature:**

**Date:**

**I declare that I have read, understood & agree to the contents of this rental application in its entirely:**

22 Budd Ave, St. Stephen, NB, E3L 1E9| (506) 467-3030 x126

events@chocolatetown.ca | [www.town.ststephen.nb.ca](http://www.town.ststephen.nb.ca/) *Updated: January 2023*