



## FEE REDUCTION REQUEST APPLICATION FORM

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Charitable Registration # \_\_\_\_\_

Contact Person for this Application: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Date of Submission: \_\_\_\_\_ Signature: \_\_\_\_\_

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Purpose of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Facility: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

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The following criteria must be met to be eligible for this discount:

- Must qualify as Charitable organization, Service Club or Minor Sport Organization
- Must be Middlesex Centre based
- Application form must be accompanied by a letter requesting the discount on the respective organization's letterhead and signed by an executive member of the organization

Conditions:

- For new bookings only
  - One time rentals must complete and submit application form at the time of booking
  - Re-occurring groups can submit annually at the beginning of each calendar year for approval
  - Permit Holder cannot sublet to other persons or groups
  - Rental times that are already discounted will not be eligible
  - Discount applies to community centre halls, kitchens and meeting rooms only
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Name of Signing Officer (Please print) \_\_\_\_\_

Position/Title \_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR OFFICE USE ONLY: Date Received \_\_\_\_\_ Permit # \_\_\_\_\_