



RE: Pavilion Booking – Boat Groups Serving Liquor & Food

Attached you will find a series of forms that need to be completed prior to holding your event at the Marina Pavilion. Please review the information to ensure our records are correct.

Please complete, sign and return all forms, along with your cheque, to the Leamington Marina to ensure your application is processed and ready for your event on time. **All cheques are payable to the: Leamington Municipal Marina.** All forms can also be found online at our Marina website: www.leamington.ca/visitors/marina_picnic.asp. **If completing these forms online remember to print as they cannot be saved.**

Complete, Sign & MAIL the following forms:

All Forms are FILLABLE but cannot be saved, so please print and mail back to us. Thank you

- 1) **Confirmation Letter** – *Review details sign, date and return a copy to the Marina.*
- 2) **Special Occasion Permit (LCBO Liquor Licence)** – *Print, review and sign on Page 2. Form cannot be emailed as the liquor board requires an **original signature**. Please mail.*
- 3) **Windsor-Essex Health Unit Form** – *Complete, mail/fax to The Windsor-Essex Health Unit.*
- 4) **Picnic Shelter Invoice** – *For your own records and payment details.*
- 5) **Liquor Control Board Group Notification Letter (LCBO)** – ***Needs to be copied onto your club or company letterhead and returned to Marina. Send a separate cheque.***
- 6) **Conditions of use form** – *Please sign rental agreement form and mail back.*
- 7) **Notification to other departments Form** – *Please complete form and mail back to us.*

PLEASE INCLUDE 2 SEPARATE CHEQUES WITH YOUR APPLICATION FORMS:

- 1) **One** payable to Leamington Municipal Marina for the Liquor Permit.
- 2) **One** payable to Leamington Municipal Marina for the Picnic Shelter rental.

REFUNDS: In the event of a cancellation, no refund will be given for the Special Occasion Permit (Liquor License). Picnic Shelter refunds will be given for adverse weather conditions if the group cannot make the trip across.

Yours truly,

Ronan Oliver
Marina Manager

Internet Site: <http://www.leamington.ca/marina> E-mail: jweber@leamington.ca