



RE: Picnic Shelter Booking – Transient Club with 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 to the Marina.*
- 2) **Windsor-Essex Health Unit Application** – *Please complete and return to the Marina.*
- 3) **Picnic Shelter Invoice** – *For your own records and payment details.*
- 4) **Conditions of use form** – *Please complete, sign and forward back to the marina.*
- 5) **Cancellation Policy** – *Please keep this policy for your own records.*

PLEASE INCLUDE 1 CHEQUE WITH YOUR APPLICATION FORMS:

- 1) \$_____ payable to Leamington Municipal Marina for the Picnic Shelter rental.

REFUNDS: In the event of a cancellation, Picnic Shelter refunds will be given for adverse weather conditions if the group cannot make the trip across.

Yours truly,

Ronan Oliver
Marina Manager