



RE: Picnic Shelter Booking – Community Rental 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 separate cheques, 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 & bring back to the Marina Office the following forms:

- 1) **Confirmation Letter** – *Please review and forward, a signed copy to our office.*
- 2) **Special Occasion Permit (LCBO Liquor Licence)** – *Complete and sign on Page 2 at the bottom. Form cannot be emailed as the liquor board requires an **original signature**. **Please bring to the LCBO for payment. The LCBO does not accept cheques.***
- 3) **Marina Map** – *Print and bring with your Liquor application to the LCBO.*
- 4) **Windsor-Essex Health Unit Application** – *Complete, mail/fax to Windsor-Essex Health Unit.*
- 5) **Picnic Shelter Invoice** – *For your own records and payment details*
- 6) **Conditions of use form** – *Complete, sign and forward back to the marina.*
- 7) **Cancellation Policy** – *Please keep the policy for your own records.*
- 8) **Notification to other Departments** – *Please complete and return to the Marina .*

PLEASE INCLUDE 1 CHEQUE WITH YOUR APPLICATION FORM:

REFUNDS: In the event of a cancellation, no refund will be given for the Special Occasion Permit (Liquor License). Picnic Shelter refunds will be issued per the Cancellation policy.

Yours truly,

Ronan Oliver
Marina Manager