



## **RE: Picnic Shelter Booking – Community Rental 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](http://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** – *Review details sign, date and return to the Marina.*
- 2) **Windsor-Essex Health Unit Application** – *Complete, mail/fax to Windsor-Essex Health Unit.*
- 3) **Picnic Shelter Invoice** – *For your own records and payment details.*
- 4) **Conditions Of Use Form** – *Please complete, sign & forward back to the marina.*
- 5) **Cancellation Policy** – *Please keep this policy for your own records.*

### **PLEASE INCLUDE 1 CHEQUE WITH YOUR APPLICATION FORM:**

**REFUNDS:** In the event of a cancellation, no refunds will be given for the Special Occasion Permit and Pavilion refunds will be issued per the Cancellation policy.

Yours truly,

Ronan Oliver  
Marina Manager