

PLEASE PRINT



**ROTARY "SUNSHINE" PARK CHALET  
RENTAL APPLICATION**

**DEPARTMENT OF COMMUNITY SERVICES  
RECREATION DIVISION**

CONTACT INFORMATION

SECTION 1

Main Contact \_\_\_\_\_ Name of Group/Organization \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_ (Fax) \_\_\_\_\_

Alternate Contact \_\_\_\_\_ (Phone) \_\_\_\_\_ (Cell) \_\_\_\_\_

Type of Group:  Family  Non-Family # (must be provided for rate): \_\_\_\_\_  Corporate  Other \_\_\_\_\_

DATE(S) REQUESTED (Groups are not permitted to book for the confirmed arrival time)

SECTION 2

1st Choice Date \_\_\_\_\_ 2nd Choice Date \_\_\_\_\_

Arrival Time \_\_\_\_\_ Arrival Time \_\_\_\_\_

Departure Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Total # in Group \_\_\_\_\_ (Maximum of 24 for Sleepover) Type of Activity:  Meeting  Sleepover  Sports  Bouncy Castle  
 BBQ  Outdoor Activity/Structure (specify) \_\_\_\_\_

Third Party Vendor: \_\_\_\_\_ Other \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Submitted \_\_\_\_\_

GENERAL INFORMATION (Bookings are done on a first come, first serve basis.)

PLEASE READ INFORMATION

SECTION 3

For family/individual bookings, a Recreation account must be set up before application or processing. Account set up can be done at the Paul Reynolds or Mews Community Centres or online. Payment must be made in full once booking has been confirmed. Please allow 2 weeks for processing. Two (2) weeks notice is required for all cancellations or payment will be forfeited.

\$50 refundable key deposit is required when picking up the key and key will not be released until 30 minutes prior to the scheduled booking time. **Deposit will be forfeited if key is not returned within 1 hour after scheduled departure time.**

Rental of the Chalet will include a patio deck with propane barbeque, kitchen with fridge, stove and dishwasher, meeting room with propane fireplace, and bedrooms with bunk beds to accommodate 24 people. Male and female washrooms and shower facilities are available. No internet service or TV/DVD player available. It is recommended that user groups supply their own pots, pans, cutlery, barbeque utensils, and their own bed linens for sleepovers.

The Chalet must be left in a neat and tidy condition after use. The Chalet can hold a maximum of 65 people seated or 141 people when standing.

**Alcoholic beverages will not be permitted on the premises. The Chalet is a SMOKE FREE facility. NO OPEN FIRES. NO PETS permitted. No personal bouncy inflatables allowed. If a bouncy inflatable is rented through a rental agency, an Insurance Certificate must be provided.**

FOR INTERNAL USE ONLY

SECTION 4

Permit Number \_\_\_\_\_ Date(s) Confirmed \_\_\_\_\_

Rental Fee Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Date Deposited Requested \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Key Deposit: \$50.00 Date Paid & Key Picked Up: \_\_\_\_\_

The completed form can be mailed to the following address: OR The form can be emailed to: [recreation@stjohns.ca](mailto:recreation@stjohns.ca) or fax (709) 576-5691

Attention: Recreation Account Representative  
H.G.R. Mews Community Centre  
P.O. Box 908, St. John's, NL A1C 5M2

The completed form can be dropped off at:  
H.G.R. Mews Community Centre, 40 Mundy Pond Road  
For more information, please call (709) 576-8499

Form Received By \_\_\_\_\_ Date Form Received \_\_\_\_\_



NEWFOUNDLAND AND LABRADOR, CANADA