



## Water Bar Lending Program

### Town of Oakville – Tap Water Promotion Initiative

Please fill in this form to request the use of the Town’s Water Bar, **4-6 weeks in advance** of event and email it to [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca). This form does not guarantee you the use of the water bar, as it will be lent on a **first-come, first-serve basis**.

Important information for Organizers				
<b>Water Bars run on electricity. Electricity must be available on-site.</b>				
<b>Water Bars use 10 L jugs of water – this is the responsibility of the event organizer to supply.</b>				
Event Name				
Event location and Address				
Map Attached	Yes	No		
Event Type:				
Event Start	Date	Time		
Event End	Date	Time		
# of expected attendees				
Organization				
Address				
Contact Name				
Contact Job Title				
Contact Email				
Contact Phone #	Home/Work	ext.	Cell	
Is there electricity on site? (Please mark on attached map.)	Yes	No		
	How far from event?	25 ft	50 ft	75 ft

**FOR OFFICE USE ONLY**

Event Type	Permitted	Unpermitted		
Pick Up Details	Date	Time		
Return Details	Date	Time		
Contact Name				
Contact Phone #				
Water Bar	1	2	3	
Organization contacted	Yes	No		

**POST EVENT**

Water Bar cleaned			
Conditions of Return			
Comments			

**Signatures**

\_\_\_\_\_  
**Town Staff (Approver)**

\_\_\_\_\_  
**Event Coordinator  
(as listed above)**