

## STEPS FOR BOOKING

### Step One Start the Booking

- Determine the date and location that will fit your needs or ask us based on the event or activity that you are planning
- Contact the Recreation, Parks & Culture Department office as follows:  
Office location: 72 Ross Street, Picton  
Office: 613-476-2148  
Fax: 613-476-9835  
E-mail: [bookings@pecounty.on.ca](mailto:bookings@pecounty.on.ca)

**NOTE:** At this point preliminary information only – space is not yet reserved

### Step Two Confirm the Booking

- By phone, e-mail or in-person confirm that the space is available
- Immediately complete the booking request form and submit to the Recreation, Parks & Culture Department – this is your contract and is used to reserve the space for you
- Space is reserved, depending on availability at the time, by the Recreation, Parks & Culture; the department will follow up with you on any details or additional information if required
- Submit required damage deposit/cancellation fee with the booking request form

**NOTE:** At this point the booking is not yet finalized

### Step Three Finalize the Booking

- Contact the Recreation, Parks and Culture Department to ensure your booking has been finalized within one week of submission of the contract
- Payment must be made prior to use and can be made by cash, cheque, debit or credit card

### Additional Notes:

- **Ice is booked by local groups, organizations and leagues pre-season. For more information see the Ice Allocation Policy.**
- **Some facilities and parks are increasingly in high demand. It is advantageous to book well in advance.**
- **Events with alcohol and certain high risk events have certain licensing and insurance requirements. Please be sure to inquire with the Recreation, Parks & Culture Department.**