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[www.odha.com](http://www.odha.com)

### SPECIAL EVENT REQUEST FORM

Requesting Association/Team \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Function \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Description  
\_\_\_\_\_  
\_\_\_\_\_

Amount of liability coverage required \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Submitted

### ODHA OFFICE USE ONLY

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
ODHA Approval

Please send in the completed form to the Ottawa District Hockey Association office attention Rebecca Young by the following: email [comm@odha.com](mailto:comm@odha.com) or fax (613) 224-6079. We must need 72 hour notice.