

How to Request a Facility Reservation

1. Sign into your account

Sign in	
Email address (Required)	
Enter your Email address	
Password (Required)	
Forgot your password ?	
Sign in	

2. Click on <u>Reservations</u> at the top menu bar



Home > Reservations > Search results



3. From this screen, please select a location you would like to request a facility reservation



Home > Reservations > Search results

Resource Search

🔍 Arena - Pad 🛛 🚽	Type in location		Search
Date and time 🗸 🛛 Att	endee 🗸 🛛 🗛 Facility type 🗸 🛛 Event type 🗸	🗘 Reset all	
Found 2 match	ing result(s)	Sort by: Distance 💌	
Facility Arena - _{Rink} • Arena	Pad #2		
Facility Arena -I Rink • Arena	Pad #1		

- At the right hand column of your screen, please fill in the fields listed below. Here you can book on behalf of yourself or, if applicable, your organization
- To select a date click in the <u>Date</u> field and a calendar will display. Select date and time and click on <u>Apply</u>
- If you would like to request another booking at the same site, click on <u>+ Add new date and time</u>
- If you are ready to proceed to the check out screen, please see next step





4. In the **Reservation Form** screen, you can enter your event details, add another booking or scroll down to answer custom questions

Reservation form

* Required fields

Event details			
io are you reserving for? *		Skate Event	
	7	Arena - Pad #2	1 booking
Event name *			\$0.00
Skate Event		Fee summary	
Event type * 0		Subtotal	\$0.00
Ice Rental	•	Tax	\$0.00
		Total	\$0.00
Booking information	Remove all resources	Add to cart	
Arena - Pad #2	۵	Add another resource	
Sep 28, 2024 7:15 AM - 8:15 AM	2:: 🗖 30 🚹 🔕		

+ Add a booking

Custom questions

* Have you provided your league insurance or do you require to purchase one time only Game Day insurance with the Township of Uxbridge for \$2 million liability? Select answers

Provided Township Staff with Regular League Ins.

1 - 50 people low/Med Risk \$1.51 per hour

50 - 100 people Med Risk \$3.02 per hour

Over 101 People \$6.05 per hour

Adult Hockey \$5.40 per hour

Children Birthday \$2.16 per hour



5. Once you have answered the custom questions, you are required to initial the acknowledgments.

Please rea	d the following waivers and agreements carefully. They include releases of liability and
waiver of l	egal rights, and deprive you of the ability to sue certain parties. By agreeing electronically
you ackno	wledge that you have both read and understood all text presented to you as part of the
checkout p	process.
🗸 * ha	ve read and agree to "Creekside Centre Rental Agreement.
-	
Please ent	ter your initials below

- 6. Once initialed, click on the green **Finish** button near the top of the screen to proceed to complete your booking request. *Please note that depending on the site requested, you may be asked to check out and pay for a rental fee. Someone will review your request and <u>may</u> reach out to you regarding your booking request.*
- 7. Your booking reservation will be confirmed with an attached permit from <u>booking@uxbridge.ca</u> with a request for payment (if applicable) and any additional booking requirements.