



RIDEAU HALL

RESERVATION REQUEST FORM Skating Rink

Name of contact person:	Name of group:
Address:	
Phone:	Fax:
E-mail:	

Date requested • First choice: • Second choice:	Time:	Number of visitors:
Language:		

Conditions and Procedures:

- 1) Opportunities to make reservations for the skating rink will be allocated through a random draw. Completed request forms will be accepted from 8 a.m. on Thursday, November 1, to 4 p.m. on Friday, December 14, 2007. The draw and allocation of reservations will take place from December 17 to December 21, 2007. Those selected will be notified by e-mail or by telephone. From the time that this message is sent, you have 48 hours to contact us to complete the reservation process. **Please note that if we do not receive confirmation from you within this period, your time slot will be offered to someone else.**
- 2) After January 4, those spots still available will be allocated on a first-come, first-served basis. Our goal is to allow as many people as possible to use the skating ring during peak reservation time slots.
- 3) Please be sure to indicate your first and second dates of choice on your request form. If your first choice cannot be accommodated, we will add your request to the draw for your alternate date. **Only one request form will be accepted per group and per season.**
- 4) The following time slots are available for reservation from January 7, 2007, to March 9, 2008:

Monday to Friday

- * 1:00 p.m - 2:30 p.m
- * 2:30 p.m - 4:00 p.m
- * 4:00 p.m - 5:30 p.m
- * 5:30 p.m - 7:00 p.m
- * 7:00 p.m - 8:30 p.m

Saturdays and Sundays

- * 5:30 p.m - 7:00 p.m
- * 7:00 p.m - 8:30 p.m

Please note that the skating rink will not be available for reservations on February 1, 2, or 3, 2008.

- 5) Reservations must be for a minimum of 20 people and must not exceed 50 people at any time.

Please note that Rideau Hall is a working residence:
last minute changes many occur to the rink schedule at any time due to official events.
Reservations may also be cancelled due to poor weather conditions.

Send your request to Visitor Services by fax at 613-993-1656 or by email at guide@gg.ca

* Ce formulaire est aussi disponible en français *