



Newmarket Fitness
Membership Hold/Cancellation

Administrative Fee: \$10 plus H.S.T.

Date Submitted: _____

Hold: I intend to hold my Town of Newmarket Fitness Centre Membership.

Cancel: I intend to cancel my Town of Newmarket Fitness Centre Membership.

Personal Information (please print clearly)

First Name	Last Name	Email Address
Address		Primary Phone Number

Membership Type:

Adult Household Student Other: _____

Reason for Hold/Cancellation: (please print clearly)

Holidays/Vacation	Medical	Moving
Lack of Time	Other, if other please explain:	

Membership Hold - If applicable

Fitness Memberships may be suspended once during a twelve (12) month period term to a minimum of one (1) month and maximum of four (4) months consecutively. Requests of membership holds require a minimum of 30-days' notice and must be submitted in writing on the Town's Fitness Membership Hold form to the Fitness Centre or Customer Service Kiosk staff or emailed to fitness@newmarket.ca. Upon receipt of your hold notice, your next scheduled payment will be considered your last payment until your scheduled return date of your hold. Approvals to holds will only be made with a zero account balance. Extensions for medical reasons will be determined at the discretion of the Fitness Recreation Programmer. Submission confirmations shall be communicated to the Member within 3-5 business days. Members whom do not receive confirmation of receipt of their written request shall contact the Fitness Centre immediately.

Start Hold Date: _____ Return Date: _____

Number of Months: _____

Client Signature: _____ Date: _____

Staff Initials: _____



Membership Cancellation - If applicable

Cancellation of a Fitness Membership requires a minimum of 30-days' notice. Notice must be submitted in writing on the Town of Newmarket's Fitness Centre Cancellation Form and submitted in person to the Fitness Centre Reception Desk, Customer Service Kiosk or emailed to fitness@newmarket.ca Upon receipt of your Cancellation notice, your next scheduled payment will be considered your final payment. Those who pay the full year up front will be prorated and refunded accordingly. Submission confirmations shall be communicated to the Member within 3-5 business days. Clients whom do not receive confirmation of receipt of their written request shall contact the Fitness Centre immediately.

Cancellation Date: _____

Client Signature: _____ Date: _____

Staff Initials: _____



Please email to **fitness@newmarket.ca**, mail or drop off completed form to:
Town of Newmarket - Magna Centre, Attn. Newmarket Fitness, 800 Mulock Drive,
Newmarket, ON, L3Y 9C1

For Administrative Use Only

Payment Date	Process Date
Final Payment Date	
Date of Membership End	
Notes (if any)	



Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Act, RSO 1990, cM.56, as amended and will be used for the purpose of entering membership information into the Recreation & Culture registration system. Question regarding this collection may be directed to the Director of Recreation & Services, Town of Newmarket, 395 Mulock Dr, Newmarket, Ontario, L3Y 4X7, 905-895-5193.