

Equipment & Picnic Shelter Rental Information & Application



For more information email macton@citypa.com or call (306) 980-8489



Kinsmen Picnic Shelters

The City has two picnic shelters in Kinsmen Park that can be reserved for use **free of charge**. The shelters each cover two picnic tables.



Mobile Stage

The mobile stage offers an elevated and durable platform for performers & speakers. The stage includes a roll-top roof that will keep performers and equipment sheltered in the event of inclement weather. The floor measures 9.45 m x 7.32 m (31' x 24'). The mobile stage is for outdoor use only.



Portable Stage

The City's portable stage is available in configurations from 1 to 16 sections. Each section measures 1.22 m x 2.44 m (4' x 8') and is elevated 75 cm (30") off the ground. The portable stage can be set up indoors or outdoors. 16 sections are available & 1 or 2 sets of stairs.

Amphitheater

Located in beautiful Kinsmen Park along 1st Avenue West, the amphitheater is perfect for large events. With electricity available on site, the amphitheater can be used for presentations, performances, services and more. There is no cost to rent the amphitheater however an optional cover is available to rent.



Amphitheatre Cover

The amphitheater in Kinsmen Park can be outfitted with an optional cover to protect speakers, performers and sensitive electronic equipment from the elements. The cover completely encloses the frame of the amphitheatre for maximum protection and adds a striking visual contrast to the park.

Mobile Stage, Portable Stage and Amphitheatre Cover Rental Rates

Setup Rate				
Rate	Cost	GST	PST As of Oct 1/22	Total
Business Hours Mon to Fri -8am to 4:30pm	\$310.81	\$15.54	\$18.65	\$345.00
Non-Business Hours	\$463.96	\$23.20	\$27.84	\$515.00
Takedown Rate				
Rate	Cost	GST	PST As of Oct 1/22	Total
Business Hours Mon to Fri -8am to 4:30pm	\$310.81	\$15.54	\$18.65	\$345.00
Non-Business Hours	\$463.96	\$23.20	\$27.84	\$515.00



City of Prince Albert
Community Services Department
Alfred Jenkins Field House
2787 10 Avenue West
Prince Albert, SK
Phone: 306-980-8489
Email: macton@citypa.com

Equipment & Kinsmen Park Picnic Shelter Rental Application

Date: _____

Organization: _____ Contact Person: _____

Date of Birth: _____ Phone (H): _____ (C): _____

E-mail: _____

Address: _____ Postal Code: _____

Event Name & Description: _____

Event Location: _____ Number of Participants: _____

Event Setup Date: _____ Event Setup Time: _____

Event Start Time: _____ Event End Time: _____

Clean up Date: _____ Clean up Time: _____

Kinsmen Park

West Picnic Shelter (free) Amphitheatre Irrigation/Utility Locates

East Picnic Shelter (free) Amphitheatre Power Picnic Shelter Power

Bouncing Castle – Company copy of Insurance & Inspection required

Bouncing Castle Company Name: _____

Other Location Details: Green Space _____ Stage location _____

Rental Equipment: Portable Stage – Sections up to 16 _____ Stairs 1 2

Mobile Stage (outdoor use)

Office use only:

Permit Number: _____ Confirmed: YES NO

Invoice Date: _____ Parks Informed: YES NO Date: _____

OUTDOOR SPECIAL EVENT & EQUIPMENT RENTAL TERMS & CONDITIONS

EQUIPMENT RENTALS

1. The City of Prince Albert Community Services is responsible for delivery, setup, take down of the Kinsmen Park Amphitheatre cover, Mobile Stage and Portable Stage.
2. For bleacher bookings, the Licensee will be billed directly by John's Towing for the transportation to and from the event location at the rate set by the company. Payment must be made before the bleachers will be moved. Bleacher use are not permitted in Kinsmen Park or outside of city limits.
3. Kinsmen Park picnic shelters may be reserved but it is the Licensee's responsibility to be on-site with the approved rental application and permit, as the park staff do not place a reserved sign or hold a shelter for a group. City parks staff or by-law may ask to see proof of the booking.
4. The Licensee agrees to replace any equipment that was damaged during the rental period, excluding normal wear. Any Licensee or member of the Licensee causing damage, whether accidental or malicious, to the equipment will be held financially responsible for the repair or replacement of such damage. Failure to pay for said damages will result in the termination of further reservations until such payments have been received and the outstanding balance will go to collections after 180 days.
5. If equipment is to remain outdoors overnight, then the Licensee is responsible to book and pay for Security Services to avoid vandalism.
6. Equipment cancellation is at least 3 working days prior to the rental. You will be charged in full if notice is not given.
7. The City of Prince Albert will invoice the Licensee for the full amount prior to the rental date and fees must be paid prior to equipment use. If payment is not made in accordance with this clause, the booking and future bookings may be automatically cancelled. Payment is to be made to the City of Prince Albert and paid at the Alfred Jenkins Field House – 2878 10 Avenue West, Prince Albert, SK S6V 6Z7. Payment can be made with cash, cheque, credit or debit. Refer to the website for hours of operation. There is a \$30.00 charge for NSF cheques. Past due accounts will be charged at 1.5% interest over 30 days from the invoice date.

ALL OUTDOOR EVENTS

8. The event organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. The City recommends that Event Liability Coverage in the amount of \$5 Million dollars is obtained and that coverage includes: Commercial General Liability, Third Party Property Damage/Bodily Injury, Tenants Legal Liability, and Host Liquor Liability (if applicable). All policies should also state the City of Prince Albert as an additional insured.
9. For all green space bookings the licensee is responsible for the set-up and take down of all personal equipment, decorations etc. and the licensee will be responsible for all clean up including garbage following the event. Please utilize the recycling and garbage receptacles at the facility or green space or contact Public Works to rent receptacles.
10. Every person who visits a park or outdoor playground must follow public health orders to prevent the transmission of Covid-19. Please review the Government of Saskatchewan Guidelines and the attachment before signing your application to request a permit.
11. Please ensure that parking is in public areas and not in residential property, on parks or green spaces. For vehicle access request contact the Community Services Department (306) 953-4804.
12. Every person who visits a park or outdoor playground must follow public health orders if in place to prevent the transmission of Covid-19. Review the Government of Sask Guidelines if applicable, before signing this waiver.

Printed Name: _____ **Signature:** _____ **Date:** ____ Day of _____, 20 ____