

Equipment & Stages – Rental Information

For more information email
ehurd@citypa.com or call
(306) 953-4816



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 stage 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 section up 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

Bleachers

Ensure your next sporting event or performance has adequate spectator seating by renting bleachers from the City of Prince Albert. Five 5-tier sets are available. **There is no rental fee; renters are responsible for paying the towing cost.** Contact Dr. John's Towing for more information - 306.961.1188

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



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 amphitheater for maximum protection and adds a striking visual contrast to the park.



Mobile, Portable stage & Amphitheatre cover - Business hours 8:00 am – 4:30 pm	\$325 Setup Rate	\$325 Takedown Rate
Mobile, Portable stage & Amphitheatre cover - Non Business hours	\$485 Setup Rate	\$485 Takedown Rate
Privately Owned Tents & Equipment set up within public parks	\$485 per day	



City of Prince Albert
Community Services Department
Margo Fournier Center
1211 1st Avenue West
Prince Albert, SK S6V 4Y8
Phone: 953-4816

City Equipment & Kinsmen Park Picnic Shelter Bookings

Date: _____

Organization: _____

Contact Person: _____

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

E-mail: _____

Address: _____ Postal Code: _____

Event: _____

Location: _____ Number of Participants: _____

Setup Date: _____ Setup Time: _____

Clean Up Date: _____ Clean Up Time: _____

Kinsmen Park

- West Picnic Shelter (free) Amphitheatre Water Supply
 East Picnic Shelter (free) Amphitheatre Power Irrigation Locates
 Picnic Shelter Power
 Bouncing Castle – Provide Company Name (Company copy of Insurance & Inspection necessary)

Company Name: _____

Other Location: Green Space _____

Rental Equipment: Mobile Stage (outdoor use) Portable Stage - # of sections (up to 16) & stairs

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. Bleachers 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 & permit, as the Park Staff do not place a reserved sign or hold a shelter for a group. Bylaw 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 Policy is a minimum of 3 working days prior to the start date of 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 Margo Fournier Center - 1211 1st Ave. W., Prince Albert, SK S6V 4Y8. Payment can be made with cash, cheque, credit or debit. Hours are Monday to Friday from 8:00 AM - noon, 1 - 4:45 pm. 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.

GREEN SPACE BOOKINGS

8. The event organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. The City of Prince Albert 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 garbage receptacles at the facility or green space or contact Public Works to rent recycling or garbage receptacles.

ALL OUTDOOR EVENTS

10. 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.

Printed Name: _____

Date: __ Day of _____, 20 __

Signature: _____