



# CITY OF PRINCE ALBERT MARGO FOURNIER CENTER RESERVATION FORM

(Every field must be completed on this form)

## ORGANIZATION AND/OR PERSONAL INFORMATION

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date of Birth (Day/Month/Year): \_\_\_\_\_ Total Number of users: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## DETAILS OF RENTAL:

Please note that set up and take down are the responsibility of the user and those times are included in your booking time.

Room:  Gym  Aerobics Room  Fitness Room

Date	Start Time	End Time

Group:  Youth (6-17 years) /Senior (60+)  Adult (18-59 years)

Type of Activity (Ex. Sports, Meeting, Birthday): \_\_\_\_\_

Payment Method: \_\_\_\_\_ (Payment is required before the booking takes place)

Email the completed form to [csd@citypa.com](mailto:csd@citypa.com) or fax it to (306) 953-4821

## OFFICE USE:

### RENTAL CHARGES & PAYMENT METHOD:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Permit #



## MFC - Rental agreement and conditions of use

1. The Licensee agrees to sign this agreement and submit it to the Margo Fournier Centre prior to the first booking of the rental period. Failure to do so may result in the cancellation of the facility rental. The City of Prince Albert reserves all rights.
2. The Set-up/take down time is included in your booking time and is the responsibility of the user.
3. You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: fighting, unseemly conduct, health violations, abuse of staff or property, or failure to remit payment.
4. We are not responsible for personal equipment stored at the facility or other personal articles which are lost or stolen.
5. If approval hasn't been granted to be invoiced, full payment of the rental will be required prior to the booking based on the terms of the rental permit.
- 6. Groups must provide proper notice (24 hours or one business day) prior to the cancellation of their booking and the City of Prince Albert reserves the right to hold deposits when cancellations occur or to keep the rental charge collected.**
7. Permit changes/cancellations will be accepted from the individual originally booking the facility(s).
8. Your group must assume responsibility for providing adequate supervision and general order while using the facility. The licensee agrees to dispose of any refuse generated during the rental period and leave the facility in the same state in which they found it, failing that the licensee agrees to pay an additional **clean up fee of \$200.00**.
9. Damage and/or destruction of the facility or property will result in repair and/or replacement fees billed directly to you.
10. In all circumstances, the City of Prince Albert retains full authority for final approval and denial of facility reservation requests. The City of Prince Albert has the right to early termination of all existing facility bookings.
11. 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.
12. I have read and understand the City of Prince Albert's Covid-19 guidelines and will follow them to the best of my ability. I understand that the City of Prince Albert staff have the right to ask patrons not in compliance with the guidelines to leave the facility.
13. I acknowledge that there is a risk of exposure to Covid-19 in any public place where people are present. By signing I assume all risks for myself/group related to the exposure of Covid-19.

FIRST & LAST NAME: \_\_\_\_\_ SIGNATURE X: \_\_\_\_\_

DATE: \_\_\_\_\_