



Organization Name	Applicant Name
-------------------	----------------

Which of the following best describes your organization?

- For-profit Organization
 Registered Non-profit Organization
 Other (please explain)
- Registration # _____

PURPOSE OF REQUEST / DESCRIPTION OF EVENT

Date	Time _____ to _____
Location	No. of People Expected

Do you charge an admission fee? Yes No
 If answer is "Yes", please describe:

CONTACT INFORMATION

Name	Telephone (main)	Telephone (alternate)
Address	Email Address	

FUNDING

Waived Fees Requested (Please check off fees to be waived)

- Mobile Stage
 Portable Stage
 Amphitheatre
 Amphitheatre Cover
 City Utility Locates
 Street Sweeping
 Power Supply
 Water Supply
 Irrigation Locates
 Picnic Shelter
 Snow Removal
 City Concession
 Facility
 Signage
 Private Tent(s)
 Pylons _____
 Garbage Bins _____
 Recycle Bins _____
 Barricades _____
 Meter Bagging _____

****Please state above the number of garbage, recycle, barricades, pylons and bagged meters required****

Please explain why waiving of fee(s) is required.

Does the organization currently receive any other funding from the City of Prince Albert or other sources?
 (funding, grants, sponsorships, etc) Yes No

If answer is "Yes", include amount and please describe



Has the organization already received a waiver within this calendar year? Yes No

If answer is "Yes" please see section 6.03 of the Waiving of Fees Policy

APPLICANT DETAILS

Does the organization owe the City of Prince Albert any amounts that are overdue? Yes No

If answer is "Yes", please list:

LATEST FINANCIAL STATEMENT / REPORTS

These are a requirement. Please attach to this application when submitting.

Mail Completed Applications to:

City of Prince Albert

Attention: Parks, Recreation & Culture Department

1084 Central Avenue, Prince Albert, SK S6V 7P3

OR Fax to: (306) 953-4915 / Email to: cclayton@citypa.com

Date of Application _____ Signature of Applicant _____

Note:

Applications are required for all requests for waiving fees. Applications will be reviewed by the Parks, Recreation & Culture Department. The City will be in contact with you if any questions regarding the application arise. Applicants will be advised of the City's decision in writing once a decision on the application has been made.

If approved, the applicant must complete the City's standard rental forms and apply for all applicable licenses and permits.

Application Checklist:

In addition to completing the waiving of fees application, please ensure the following has been completed and/or attached:

- Application has been completed in full
- Waiving of Fees Policy has been reviewed
- Latest audited financial report/statement has been attached
- Event Budget has been attached

OFFICE USE ONLY

Approved Not Approved – please state reason: _____

Director of Parks, Recreation & Culture

Date