



CITY OF PRINCE ALBERT CLASS B MULTIPURPOSE FIELD APPLICATION

CONTACT INFORMATION

Name			* DOB (MM/DD/YYYY) / /		M / F
Address			City		Postal Code
Home Phone	Cell Phone	Work Phone	* Email Address		

*Email Address & Date of Birth are necessary to create an account

ORGANIZATION/TEAM INFORMATION

Organization Name (If Applicable)			Attention To:		
Address			City		Postal Code
Business Phone	Cell Phone	Fax	Email Address		

Event Name: _____

Event Date(s): _____

Event Type: _____

NOTE: If you are booking a tournament – Fill Out the **OUTDOOR SPORTS FIELDS – TOURNAMENT APPLICATION**

DAY(S)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set-Up time							
Start Time							
End Time							

CITY OF PRINCE ALBERT
 Parks, Recreation, and Culture Department – Alfred Jenkins Field House
 1084 Central Avenue - Prince Albert, SK, S6V 7P3
 Phone: (306)953-4842 / Cell: (306)980-8489
macton@citypa.com

MULTIPURPOSE FIELDS

Multi-Purpose Field		Facility	Finish Line Building	Sound System	Goal Nets	Lights	Corner/Center Flags
PACI	<input type="checkbox"/> Yes <input type="checkbox"/> No	PACI	N/A	N/A	N/A	N/A	N/A

Facility	Concession/Washroom
Prime Ministers Park	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crescent Acres	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sign Out Contact: _____

Phone: Home: _____ Work: _____ Cell: _____
(Note: Sign Out Contact is responsible for daily signing out and returning of equipment)

CITY OF PRINCE ALBERT OUTDOOR SPORTS FIELDS RENTAL TERMS & CONDITIONS – next page.

Signature Required

CITY OF PRINCE ALBERT OUTDOOR SPORTS FIELDS RENTAL TERMS & CONDITIONS

1. The Parks Staff will complete marking and maintenance of the facility prior to the scheduled starting time (weather/condition permitting).
2. Each Licensee must obtain prior authorization to obtain keys or combination for the storage facilities for equipment. The Licensee is responsible to assist with or put up all equipment, take down and return it daily to the Storage Facility.
3. The City of Prince Albert will invoice the Licensee for facility rental. All payments are to be made at the Alfred Jenkins Field House or mailed to 1084 Central Avenue, Prince Albert, SK S6V 7P3. The AJFH Cashier hours are Monday to Friday from 8:00 am - 4:30 pm. Payment is accepted as cash, cheque, debit, or credit. 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.
4. The City of Prince Albert maintains the right to adjust facility rental and fee for service rates on an annual basis to account for a Consumer Price Index adjustment.
5. The Licensee agrees that the Recreation Programmer at the Alfred Jenkins Field House office is to be made aware of any booking cancellations during regular office hours at least one (1) business day prior to the booking(s) in question, failing to do so the Licensee will be charged all applicable fees in full for the booking(s) in question. Regular office hours are Monday to Friday from 8:00 am - 4:30 pm.
6. The Licensee accepts responsibility for the conduct of all persons in attendance for the facility rental and agrees to enforce the policies outlined in this agreement. Failure to do so may result in cancellation of the facility booking.
7. The Licensee agrees to be financially liable for any facility or equipment damage (excluding normal wear) caused by any person in attendance for the facility rental.
8. The City of Prince Albert reserves the right to cancel or alter bookings due to facility maintenance or special non-recurring events, or in response to other circumstances that are beyond control.
9. 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, Tenant's Legal Liability, and Host Liquor Liability (if applicable). All policies should also state the City of Prince Albert as an additional insured.
10. Please click on the "Rental Conditions" link below for the full Outdoor Sports Fields Rental Conditions. The Licensee agrees to sign this agreement and submit it to the Recreation Programmer at the Alfred Jenkins Field House office prior to the first booking in the rental period. Failure to do so may result in the cancellation of the facility rental.
11. The licensee has read, understands and agrees to the City of Prince Albert Outdoor Sport Field Covid-19 Guidelines.

For further information, please contact McKenzie Acton at the Alfred Jenkins Field House @ 953-4842 or e-mail macton@citypa.com.

Thank-you for the booking!

Signature: _____

Date: _____

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