

FACILITY RENTAL 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 online account with Parks Recreation & Culture Department, Recreation Division

ORGANIZATION INFORMATION

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

RENTAL INFORMATION – Use the back of this page if you require additional space for dates & times

Date(s) Requested	Time(s) Requested (Including Setup / Takedown Time)

FACILITY REQUESTED –

NLCDC Gymnasium Malhotra//AODBT Room Beach Vball Courts: # requested ____ (4 available) Climbing Wall
 Glass Field (1/2 Field) Hauser Field (1/2 Field) Glass & Hauser Fields (Full Field) Outdoor Basketball Courts

EQUIPMENT REQUESTED (Additional Fees May Apply) - Check all that apply

Tables ____ Chairs ____

Other _____

EVENT INFORMATION

What is the name of the event? _____ Is this rental for youth or adult? _____

How many people are expected to attend? _____

Please provide a brief description of the event _____

Will you be charging admission or collecting a registration fee? Yes No

Will you be selling merchandise? Yes No

Will you be raising money through a raffle, silent auction, etc.? Yes No

Do you plan to serve food / beverages? Yes No

What will profits (if any) be used for? _____

FACILITY WAIVER FORM

Terms and Conditions of Use:

1. The Licensee agrees to sign this agreement and submit it to 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.
2. Payment is due prior to the first booking in the rental period. The Licensee will not be permitted to use the facility until payment is made. An invoicing agreement or purchase order may be accepted in lieu of a cash payment for rentals with long term recurring bookings at the sole discretion of the City of Prince Albert.
3. The Licensee agrees that 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 8:00 AM to 5:00 PM, Monday to Friday.
4. 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. Please review and abide by posted rules and regulations of the facility. Failure to do so may result in cancellation of the facility booking.
5. All children under the age of 12 years must be supervised by an adult at all times.
6. 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.
7. The Licensee agrees to return any equipment supplied by the City of Prince Albert to its designated storage place at the end of the booking period.
8. The Licensee agrees that the City of Prince Albert is not responsible for lost or stolen articles. Lockers are available in the main floor change rooms to secure valuables.
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, All policies should also state the City of Prince Albert as an additional insured.
10. 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. In the event of a power outage, a refund will be issued if the booking cannot be re-scheduled.
11. Food and beverages are permitted in designated areas only. With prior written approval food and beverages will be permitted in non-designated areas.
12. Sunflower seeds, popcorn, glass bottles, pets and alcohol products are prohibited in the facility.
13. The Licensee agrees that the City of Prince Albert upon their sole discretion has the right to hire facility security at the cost of the Licensee.
14. Additional conditions may apply during special events.
15. Photographic equipment is prohibited in the change room and washrooms.

(PRINT NAME)

(DATE)

(SIGNATURE)

Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact the Office of



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City of
**Prince
Albert**

The City Clerk, 1084 Central Ave., Prince Albert, SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.