



Area(s) Being Requested for Use

CITY HALL FOYER MEMORIAL SQUARE EQUIPMENT USE ONLY

Description of Event

| | |
|-------------------------|---------------|
| Group/Organization Name | Name of Event |
|-------------------------|---------------|

Provide a brief description on the planned activity:

Which of the following best describes your organization/group:

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

| | | | |
|----------|----------|----|-------------------------|
| Date(s): | Time(s): | to | No. of People Expected: |
|----------|----------|----|-------------------------|

Contact Information

| | | |
|------|-----------------|---------------------|
| Name | Telephone (day) | Telephone (evening) |
|------|-----------------|---------------------|

| | |
|---------|---------------|
| Address | Email Address |
|---------|---------------|

Equipment & Security

**Only the equipment listed below will be provided. All applicable costs will be invoiced to the Applicant directly following the event.*

| Equipment | Number Requested | Indoor Rate | Outdoor Rate | Cost |
|------------------------|------------------|-------------|---------------|------|
| 8' Rectangle Table – 2 | | N/C | \$2.00/Table | |
| 6' Rectangle Table - 6 | | N/C | \$2.00/Table | |
| 6' Circle Table – 3 | | N/C | Not Available | |
| Chairs – 20 | | N/C | \$1.00/Chair | |
| Podium | | N/C | \$5.00 | |
| Piano | | N/C | Not Available | |
| Sound System | | N/C | Not Available | |
| Electrical Hookup | | N/C | N/C | |

**Any additional equipment not listed above will be the responsibility of the user group.*

| Security | Time(s) Requested | Rate | Total Hours | Cost |
|--|-------------------|--------------|-------------|------|
| <input type="checkbox"/> YES / NO <input type="checkbox"/> | to | \$25.00/hour | | |

** The City will arrange for security services, as required at the discretion of the City. Security is required ½ hour prior to and after the event times.*

| Total Equipment | Total Security | GST | PST (Security Only) | Total Cost |
|-----------------|----------------|-----|---------------------|------------|
| | | | | |

Please submit completed applications to the Parks, Recreation & Culture Department either in person, or by email to cclayton@citypa.com.

I agree to be personally responsible for all costs, terms and information as outlined in this application.

Applicant Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

Director of Parks, Recreation & Culture, or Designate



Terms & Conditions

- It is the responsibility of the group/organization seeking to use the City Hall Foyer and/or Memorial Square to complete this Application in full. The Application is available on the City's website at www.citypa.ca or by attending the Parks, Recreation & Culture Department. All applications must be completed in full and will be considered on a first-come basis (some exceptions may apply).
- In the event of a timing conflict, preference shall be given to community activities sponsored or supported by the City of Prince Albert. The City reserves the right to cancel a booking for unavailability, repairs or any other City business at any time.
- Applications shall be made in writing, and submitted to the Parks, Recreation & Culture Department, at least fourteen (14) days prior to the event start date. Requests received outside of this timeframe may not be approved.
- Completed applications can be submitted either in person to the Parks, Recreation & Culture Department, or by fax to 306-953-4915, or by email to cclayton@citypa.com.
- Requests to use City Hall Foyer space and Memorial Square for commercial, political, or religious activities will require the preapproval of City Council.
- Use of the City Hall Foyer will not be permitted for two (2) hours prior, and up to including during, any City Council or Committee meeting being held in the Council Chamber unless special approval is received in advance.
- The granting of permission for the use of the City Hall Foyer and or/ Memorial Square in any year shall not be regarded as a commitment by the City to allow its use in future years. Any regularly scheduled event must supply a new application for each event.
- Security is required for all events & activities booked in the City Hall Foyer unless otherwise stated. The Applicant will be responsible for all security costs, and security is required half an hour prior to and following an event.
- All electrical requirements and plans are to be presented a minimum of two (2) weeks prior to any event for approval by the City. Additional power that requires extra wires and/or electrical services will be made available, if feasible, upon request, and all associated costs associated with those services will be at the cost of the Applicant.
- Event cleanup is the responsibility of the Applicant. Please supply your own garbage bags and paper products. Deposit garbage & recycling in appropriate containers. For large events, the Applicant may be required to rent or bring additional garbage receptacles at their cost. If City of Prince Albert staff are required to do any cleanup in relation to the event, all costs for the cleanup will be the responsibility of the group/organization.
- All equipment set up and take down is the responsibility of the Applicant or group.
- Please respect the nature of the building and leave the area in the same condition as you found it. Should the City of Prince Albert face repairs or damage due to a group's usage, any repair costs incurred will be billed to the Applicant and/or group.
- Outstanding invoices will result in the group/organization being restricted from using any City buildings/space until payment in full has been received.
- Please be mindful of all employees, visitors and City operations during business hours with respect to noise levels, equipment set locations, etc.
- Activities must not interfere with the public's access to City Hall, and enjoyment of the surrounding grounds. The approved application does not give the applicant exclusive use of either City Hall or Memorial Square.
- Vehicles are not to be driven on City Hall grounds at any time for any reason without first receiving an approved Vehicle Access Permit from the Parks, Recreation & Culture Department. Permit applications can be obtained on the City's website at www.citypa.ca, or by emailing, calling or attending the Parks, Recreation & Culture Department.
- The City of Prince Albert assumes no responsibility for any theft of property owned by the Applicant, group, organization, vendors, volunteers, attendees, or anyone else associated with the event.
- Event organizers shall designate a responsible individual who is available by phone for all hours of the event, and who has the authority to respond appropriately to complaints regarding the event. Complainants wishing to contact the event organizer directly may be provided with the event's contact information.
- Applicants may be required to fill out additional permits depending on the event and their needs. These may include but are not limited to an Outdoor Special Event Application, Parade Permit, Vehicle Access Request, Special Occasion Permit.