

BIRTHDAY PARTY BOOKING APPLICATION

MAIN CONTACT – Provide a main contact person with whom correspondence will occur

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

*Email and Date of Birth are necessary to create an online account with the Community Services Department, Recreation Division

BIRTHDAY BOY OR GIRL – Provide some basic information about the birthday boy or girl

Last Name			First Name	M / F	DOB (MM/DD/YYYY) / /
Relationship to Main Contact Person <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Nephew / Niece <input type="checkbox"/> Other _____					

PARTY PACKAGE – Check the desired package ☒ *MUST BE BOOKED ONE (1) WEEK IN ADVANCE*

☐ Gymnasium Playtime **\$109.25***

Includes 2.0 hours of playtime in the gym and in the multi-purpose room. Maximum of 20 children. Call for available dates and times.

*Fees & Availability subject to change without notice. Fees include applicable set-up, take-down, clean-up & taxes. A damage deposit may be required for use of City equipment.

DATE & TIME – Provide a 1st and 2nd choice for when you want your party to take place

Date (1 st Choice)	Time (1 st Choice)	Date (2 nd Choice)	Time (2 nd Choice)
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Please note that birthday parties will not be booked on statutory holidays.

OTHER INFORMATION

How many children are expected to attend? _____

Who is the party for? ☐ Boys ☐ Girls ☐ Both

What is the average age of the children expected to attend? _____

How many adults are expected to attend? _____

Do you plan to serve food / beverages? ☐ Yes ☐ No

If yes, what do you plan to serve? _____

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 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.
10. Food and beverages are permitted in designated areas only. With prior written approval food and beverages will be permitted in non-designated areas.
11. Sunflower seeds, popcorn, glass bottles, pets and alcohol products are prohibited in the facility.
12. 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.
13. Additional conditions may apply during special events.
14. Photographic equipment is prohibited in the change room and washrooms.
15. 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 related to the exposure of Covid-19.

(PRINT NAME)

(DATE)

(SIGNATURE)