



Mail Complete Applications to: City of Prince Albert, Attention: Community Services, 1084 Central Avenue, Prince Albert, SK S6V 7P3
Or Fax to: (306) 953-4915 Or email to: csd@citypa.com

Area Requested

FOYER MEMORIAL SQUARE BOARD ROOM Which room(s)? _____ EQUIPMENT ONLY

Description of Event

Group/Organization Name	Name of Event
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Provide a brief description on the planned activity:

Which of the following best describe your organization/group

For-profit Organization Registered Non-profit Organization Other (please explain)

Registration #

Date:	Time: _____ to _____	No. of People Expected:
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Contact Information

Name	Telephone(day)	Telephone (evening)
Address	Email Address	

Equipment & Security

**The City will arrange for security services (as required, at the discretion of the City) for the use of the facilities and provide the equipment listed below at the cost of the Applicant. All applicable costs will be invoiced to the Applicant directly following the event.*

	Number Requested	Indoor Rate	Outdoor Rate	Cost
8' Tables – 4		N/C	\$ 2.00/Table	
6' Tables - 4		N/C	\$ 2.00/Table	
Chairs – 30		N/C	\$ 1.00/Chair	
Podium		N/C	\$ 5.00	
Piano		N/C	Not Available	
Sound System		N/C	Not Available	
Boardroom		N/C	Not Available	
Electrical Hookup		N/C	TOTAL	\$
Security	YES / NO	There is a 3 hr minimum charge for security; please note security is required ½ hour prior to and after the event times. Security cost \$30.00/hr		

****Any additional equipment required will be the responsibility of the user group***

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

Signature: _____

Date: _____

Approved by: _____

Date: _____

Director of Community Services or Designate

cc: Security

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 any repairs, and/or cleaning costs as a result of your usage, those costs will be billed to your group/organization.

Requests to use City Hall public space and Memorial Square for commercial, political, or religious activities requires the approval of City Council.

To ensure safety of all involved, no activities shall be booked at City Hall outside of Day Time Business Hours without security (Commissionaire) presence. The User Group shall pay for security staff presence, and an hourly rate shall be identified at the time of booking.

All electrical requirements and plans are to be presented two weeks prior to the event for approval by the City. Additional power that requires extra wires and/or electrical services will be made available upon request and associated costs may be incurred by the User Group.

It is the responsibility of the group/organization seeking to use City Hall public space or Memorial Square to complete the Application to Use City Hall – Memorial Square in full. The Application is available on the City's website at www.citypa.ca or by attending the Community Services Department.

Outstanding invoices will result in the group/organization being restricted from using any City buildings/space until payment in full has been received.

Applications shall be made in writing, and referred to the Community Services Department, at least 14 business days prior to the event taking place. All applications must be completed in full and will be considered on a first come first service basis (some exceptions 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 granting of permission for the use of 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 the future years. Any regularly scheduled event must supply a new application for each event.

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.

Arrangements for clean-up are the responsibility of the applicant. Please supply your own garbage bags and paper products. Deposit garbage in the appropriate containers. If City of Prince Albert staff is required to do any clean-up associated with the event, the group/organization will be charged.

Vehicles are not to be driven on City Hall grounds, even when delivering supplies.

The City of Prince Albert assumes no responsibility for any theft of property owned by organizations.

Event organizers shall designate a responsible individual who is available by phone on a 24-hour basis, and who has the authority to respond appropriately to complaints regarding the event. Complainant wishing to contact the event organizer directly may be given the contact name and phone number.

***Please note: Foyer use will not be permitted two hours prior to any City Council or Committee meeting being held in the Council Chamber unless special approval is received in advance.**

Checklist

- Application has been completed in full
- Memorial Square / Foyer Booking Policy has been reviewed
- Event Site Map required for Equipment set up and Electrical Hookup (if applicable)

For office use only

Security Service	Times Required	Rate (subject to change)	Cost for Security
Outside of City Hall Day Time Hours	_____ To: _____	\$30.00 x _____/hrs*	\$ _____
EQUIPMENT & SECURITY SUBTOTAL			\$ _____
PST *For Security Only			\$ _____
GST			\$ _____
(Credit Account #10-55-405-361-00000-5800) TOTAL			\$ _____