



Bob Snodgrass Recreation Complex Tournament/Event Application Form

Applicant Information:

Organization:		
Booking organizer:	Phone:	Email:
Main event contact:	Phone:	Email:
Billing address:		

Event Description:

Facility(s) Required:

- Large Arena Small Arena Field House: FULL HALF
 Pool Lobby Shawne Board Room
 Studio B (Birthday Room) OTHER: _____

Date	Start time	End time
Event set up		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Event take down		

****Please note addition changes may apply for events held outside of listed building hours.**

** see appendix #1*



Bob Snodgrass Recreation Complex Tournament/Event Application Form

Site Plan/map *

Prior to the event, organizers are responsible for providing a detailed map/site plan indicating the location of tables (e.g. vendors, check-in, first aid, etc.)

Number of expected participants/spectators: _____/_____

Extra Garbage cans required: Yes Number required: _____

Tables required: Yes Number required: _____

Chairs required: Yes Number required: _____

Access to power: Yes No

For larger events:

Security Plan Yes No

First Aid Plan Yes No

A health & safety facilitation for volunteers/organizers may be required.

* see appendix #1 and #4

Contractors/Vendors (subject to approval)

Are you using contractors (regardless of service)? Yes No

If yes, please list them:

Company	Contact Name	Phone	Email

*Includes entertainment: (e.g. Live music, DJ, performers)

* Please review noise bylaw and/or temporary building permits to ensure requirements are met.

*K.C Eatery located at the Bob Snodgrass Recreation Complex hold rights of first refusal for all food vendors



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Will your tournament/event require temporary structures?

Type of structure	Number being used	Size	Purpose	Staked into the ground?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Parking Lot

Does your event require the closure of any parking lot area? Yes No

Does your event require the use of the parking lot? (Food truck, outdoor activities) Yes No

** see appendix #2*

Signs and Banners

Describe all signage requested to direct the public, advertise the event or publicize a sponsor. Please note that any signage posted to publicize the event must require pre-approval and must be removed following the event.			
Type of Sign/banner	Number being used	Size	location

Insurance

Proof of liability insurance in the amount of at least \$2 million must be provided within 10 days of event approval. "The Town of High River" must be named as "additional insured."

Copy of insurance attached? Yes No

Payment and Cancellation Policy

Full payment is due 30 days prior to event date.

A Cancellation Form must be filled out and submitted to the Booking Administrator a minimum of 14 days prior to the rented time to avoid rental charges for cancelled time.

**see appendix #5*



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F.O.I.P (Freedom of Information)

I understand that this application and any accompanying information is public record that is accessible by the public. This application will be made available for viewing upon request at the Town office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on the Town's website at highriver.ca), all provincial and federal laws, the conduct and safety of all individuals working or attending the event, clean-up following the event and any contractors hired to provide a service to the event.

**** This application is subject to approval by the Manager of Parks and Recreation****

Signature of Event Applicant

Date

Forward completed application to:

By mail: Parks and Recreation

Bob Snodgrass Recreation Complex

309B Macleod Trail SE

High River, AB T1V 1Z5

By email: parksandrec-bookings@highriver.ca

****Office Use Only****

Permit #(s): _____

- Site Plan submitted Yes No N/A
- Insurance submitted Yes No N/A
- Security Plan submitted Yes No N/A
- First Aid Plan submitted Yes No N/A
- Vendor List submitted Yes No N/A
- Vendor Insurance submitted Yes No N/A
- Notification needed to HRFD (Little Bow bookings Re: Fire Bans)
 Yes No N/A

Parks and Rec Sections	Notified	Approved (initialed)	Notes:
Facilities			
Parks			
Programming			
Customer Service			
Aquatics			
Fire Department**			

Signature of Booking Coordinator

Date

Signature of Manager of Parks and Recreation

Date

Appendix #1

Facility Hours **Subject to change*

Fall/Winter September 15 – March 31

Monday to Sunday 6:00am – 10:00pm

Spring/Summer April 1 – September 14

Monday to Friday 6:00am – 10:00pm

Saturday & Sunday 9:00am – 5:30pm

Parking lot

The parking lot may be closed off for events upon fire department approval. Access to and from the main doors may not be hindered.

No overnight accommodations are allowed as per the Recreation Complex Parking Policy: POL-06-102-00 (see appendix 2)

First Aid

The Bob Snodgrass Recreation Complex is not responsible for providing first aid attendants for events. Event organizers are responsible to ensure details of their first plan and attendants are available. Providing a list & shift schedule of attendants.

Security Plan

The Bob Snodgrass Recreation Complex is not responsible for providing security for events. Event organizers are responsible to ensure details of their security plan and security members are available. Providing a list & shift schedule of security members.

Contractors/Vendors (subject to approval)

Event organizers are responsible to ensure that any contractors or vendors participating in the event (e.g. vendors, food trucks, etc) carry adequate liability insurance coverage (\$2 million minimum) or that contractors and vendors are covered under the event organizer’s insurance (blanket contractual liability). Contractors must be hired in accordance with the town bylaws.

Vendors serving food

Have vendors provided proof of the appropriate food service permits obtained from Alberta Health Services? Yes No

Do vendors have proof of liability insurance? Yes No*

*If no, are they covered under the event organizer’s insurance, accepting the vendors’ liability?

Yes No

Power requirements

A list of accessible municipal power sources is available upon request. Subject to the Town of High River's Health & Safety procedures, placement of electrical cords must be pre-approved.

What power requirements are needed?

Power source (generator, extension cords) and location:

On site fire extinguisher is required for each generator used, this will not be provided by the BSRC.



TOWN OF HIGH RIVER POLICY

Policy Number:	POL-06-102-00
Policy Name:	Recreation Complex Parking Policy
Related Procedure Number:	
Related Procedure Name:	
Approval Date:	May 14, 2012
Revision Date:	
Policy Category:	Community Services
Responsible Department:	Community Services

Purpose for Policy

The purpose for this policy is to ensure The Town of High River provides consistent services and rates for all user groups that utilize the campgrounds and outdoor parking facilities located at the Bob Snodgrass Recreation Complex.

Policy Statement

The Town is committed to ensuring safe and adequate parking for users of the Bob Snodgrass Recreation Complex for residents, groups and visitors to the town for various types of day and weekend events.

1. No overnight camping, recreational camper trailers or motor homes shall be permitted to park overnight in the Bob Snodgrass Recreation Complex parking lot.
2. The Town's Rate Bylaw does not provide for special consideration for campers in the Little Bow Campground adjacent to the Bob Snodgrass Recreation Complex in the way of a reduction in rates, preferential bookings, special parking privileges or arrangements, thereby ensuring rates and booking privileges are fair for all users.

Process

All camping facilities booked through the town fall under Community Services, Parks & Recreation and shall be booked through this department according to the rates in the current Rate Bylaw, Schedule A.

Special Situations

Any group of individuals, club, organization or the like wishing to be exempted from this policy for a one-time event shall provide a request in writing to Council for consideration. Council will have the following options:

1. Approve the request via a transfer of funds to pay the camping fees, either in full or in part, on behalf of the organization.
2. Deny the request.

Appendix #2

Associated Documents

POL-08-103 – Corporate Support Policy
Current Rate Bylaw, Schedule A

Approval

This policy shall come into force and effect upon adoption by Council at a Regular meeting of Council.

RESOLUTION #240/2012



MAYOR/DEPUTY MAYOR



TOWN MANAGER/
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES



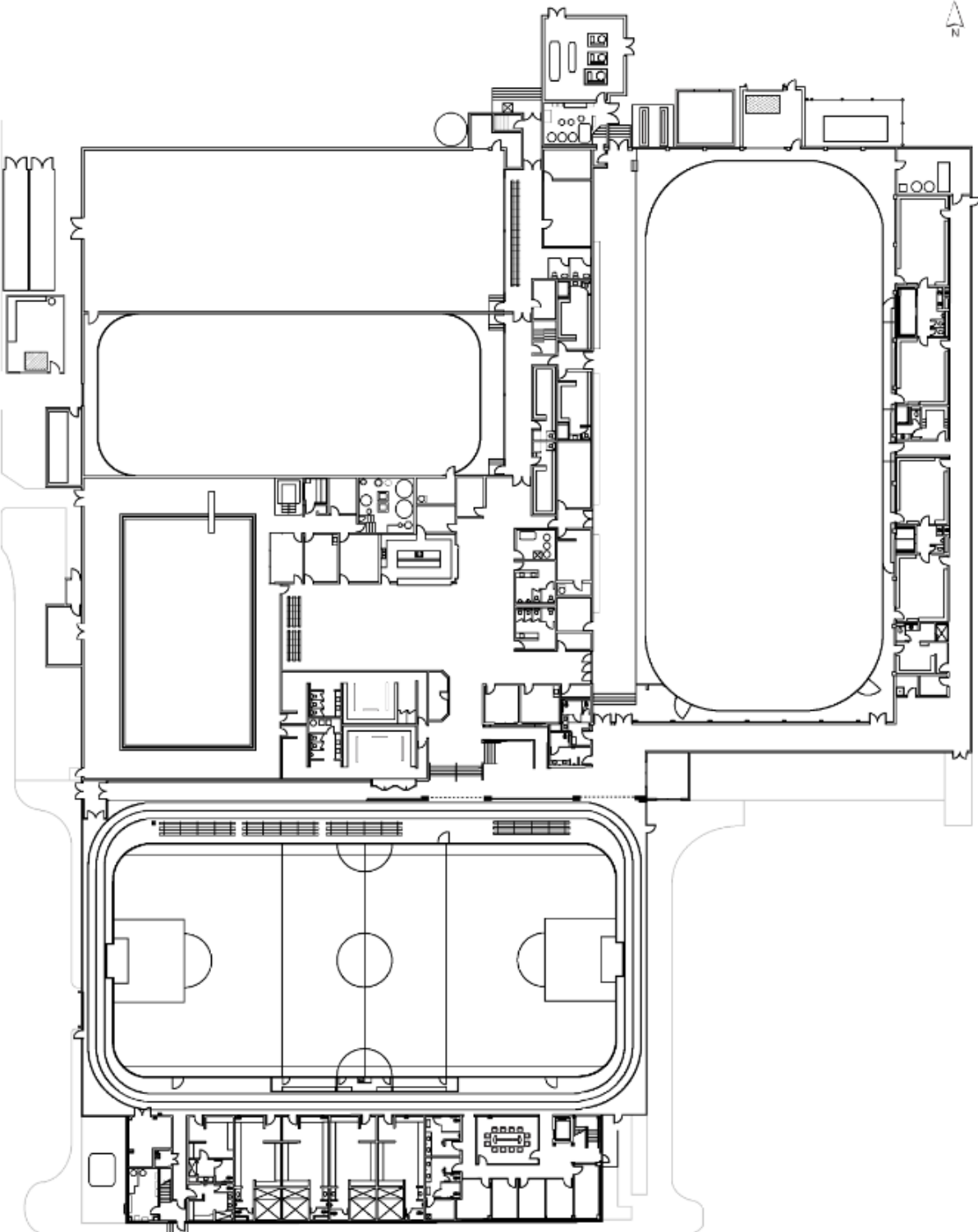
DATE

Appendix #3 – Rate Bylaw 2018

GST	SERVICE	2018	2018	UNITS OF MEASURE	DATE OF LAST REVISION
		Rate as of April 1, 2018	Rate as of April 1, 2018		
E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE					
INDOOR RECREATIONAL FACILITIES		PRIMETIME Weekday rentals which end after 3:30pm; and all weekend hours	NON-PRIMETIME Weekday rentals which end at or prior to 3:30pm, year-round		
POOL RENTALS					
Lifeguard Requirements (stipulated standards for all bookings)					
Up to 30 patrons - 2 lifeguards, reflects base staffing, included in rental rates below.					
T	For each additional lifeguard as required by numbers: 31 to 79 patrons (1 additional guard); 80 to 120 patrons (2 additional guards); 120+ patrons (3 additional guards).	\$35.46	\$35.46	per guard/hour	Feb. 2016
Residents:					
T	Super Senior & Senior	\$123.08	\$98.46	per hour	Feb. 2016
T	Adult	\$144.80	\$115.84	per hour	Feb. 2016
T	Youth/Student/Child/Preschool	\$94.12	\$75.29	per hour	Feb. 2016
T	Schools		\$48.19		
T	Non-Resident & Commercial	\$173.75	\$139.00	per hour	Feb. 2016
ICE RENTALS					
LARGE ARENA ICE					
Resident:					
T	Super Seniors & Seniors	\$184.34	\$73.34	per hour	Feb. 2016
T	Adults	\$216.88	\$173.50	per hour	Feb. 2016
T	Junior B Hockey	\$162.66	\$130.13	per hour	Feb. 2016
T	Youth/Student/Child/Preschool, Minor Hockey and Figure Skating	\$140.97	\$112.78	per hour	Feb. 2016
T	School	\$71.86	\$68.28	per hour	Feb. 2016
T	Summer Ice	Add 25% to applicable rate	Add 25% to applicable rate	per hour	Feb. 2016
T	Non-Resident & Commercial	\$260.25	\$208.20	per hour	Feb. 2016
SMALL ARENA ICE					
Resident:					
T	Super Seniors & Seniors	\$134.78	\$60.92	per hour	Feb. 2016
T	Adults	\$158.57	\$126.85	per hour	Feb. 2016
T	Junior B Hockey	\$118.92	\$95.14	per hour	Feb. 2016
T	Youth/Student/Child/Preschool, Minor Hockey and Figure Skating	\$103.07	\$82.45	per hour	Feb. 2016
E	School	\$103.07	\$52.55	per hour	Feb. 2016
T	Summer Ice	Add 25% to applicable rate	Add 25% to applicable rate	per hour	Feb. 2016
T	Non-Resident & Commercial	\$190.28	\$152.22	per hour	Feb. 2016
DRY SURFACE RENTALS					
CARGILL FIELDHOUSE					
	Walking Track - Individuals (provided through sponsorships)	Free	Free	when open	Feb. 2016
T	Half of Fieldhouse (curtain down)	60% of applicable rate	60% of applicable rate	per hour	Feb. 2017
Residents:					
T	Super Seniors & Seniors	\$116.30	\$93.04	per hour	N/A
T	Adults	\$136.83	\$109.46	per hour	Feb. 2016
T	Youth/Student/Child/Preschool	\$88.94	\$71.15	per hour	Feb. 2016
T	Schools	\$88.94	\$71.15	per hour	Feb. 2016
T	Non-Resident & Commercial	\$164.19	\$131.35	per hour	Feb. 2016
LARGE ARENA DRY SURFACE					
Residents:					
T	Super Seniors & Seniors	\$98.91	\$79.13	per hour	N/A
T	Adults	\$116.37	\$93.09	per hour	Feb. 2016
T	Youth/Student/Child/Preschool	\$75.64	\$60.51	per hour	Feb. 2016
T	Non-Resident & Commercial	\$139.64	\$111.71	per hour	Feb. 2016
SMALL ARENA DRY SURFACE					
Residents:					
T	Super Seniors & Seniors	\$59.35	\$47.48	per hour	N/A
T	Adults	\$69.82	\$55.86	per hour	Feb. 2016
T	Youth/Student/Child/Preschool	\$45.38	\$36.31	per hour	Feb. 2016
T	Non-Resident & Commercial	\$83.78	\$67.03	per hour	Feb. 2016

Appendix #3 – Rate Bylaw 2018

		2018	2018	2018		DATE OF LAST REVISION
		Rate as of April 1, 2018	Rate as of April 1, 2018	Rate as of April 1, 2018	UNITS OF MEASURE	
GST	SERVICE					
E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE						
B) COMMUNITY SERVICES						
MEETING ROOMS		BSRC Studio B	BSRC - Cargill Fieldhouse Shawne Room	Culture Centre (Note 1) Building & Courtyard		
RENTAL RATES						
T	Per Hour	\$40.00	\$50.00	\$30.00	per hour	Feb. 2016
T	Per Day (over 10 hours)	\$400.00	\$500.00	\$300.00	per day	Feb. 2016
T	Organizations as defined in the Recreation Facilities Bylaw	\$20.00	\$20.00		per hour	Feb. 2017
T	Community Use (applicable to Culture Centre only - see Note 2)			\$20.00	per hour	Feb. 2018
<p>Note 1: A key fob system is in use at the Culture Centre.</p> <p>Note 2: Community Use rate is applicable upon request to non-profit organizations, clubs, committees or collectives comprised of 3 or more persons who are organized around a community benefit activity. The group must be based in High River and have non-profit objectives. The Community Use fee may be offset by volunteer contribution to Culture Centre's maintenance, improvement projects and/or cleanup. Contact the Town's Community Development Worker within the Community Support Services Division. Note that this community use offset is being piloted for 2017/18 and is subject to change.</p>						



CHANGE REQUEST CANCELLATION

Bob Snodgrass Recreation Complex CHANGE REQUEST/CANCELLATION

Please complete the change/cancellation request form and submit to Customer Service and Bookings Administrator at the Bob Snodgrass Recreation Complex at ParksandRec-Bookings@highriver.ca or in person at 228 – 12 Ave SE, High River AB, T1V

Date		Organization	
Contact #1 Name		Phone Number	
Email			
Permit #			

Facility users **must submit notice of cancellation** of rental time(s) to the Bookings Administrator in writing or by email **14 days in advance** of the rental. If a rental is cancelled within 14 days' notice, no refund or credit will be issued unless the facility is rented to another user.

Facility users **must submit notice of change** of rental time(s) to the Bookings Administrator in writing or by email **3 days in advance** of the rental. Changes will be dependent on availability.

CHANGE Request Dates (same day)

CANCELLATION Request Dates

Original Date/time	Requested Date/Time	Date	Time/Hours

***Please attach any additional requests**

X _____ Signature

User is responsible for:

1. All terms set out in the License to Use Contract
2. Obtaining all required Licenses and Permits
3. Vacating premises as scheduled
4. Any additional janitorial fees which may apply

How to Make a Cancellation

1. Download the change/cancellation form
2. Please read Terms and Conditions
3. Return the completed form to the Bob Snodgrass Recreation Complex or by email
4. We will contact you upon receiving the form

For more information contact Kira at 403-603-3554 or email ParksandRec-Bookings@highriver.ca