



Bob Snodgrass Recreation Complex Indoor Booking Request

Please complete 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

Today's Date	Organization
Contact #1 Name	Phone Number
Email	
Contact #2 Name	Phone Number
Email	
Billing Address	
*Emergency Contact emergency scheduling conflicts	
Type of organization <input type="checkbox"/> Local Adult <input type="checkbox"/> Local Youth <input type="checkbox"/> Local Senior <input type="checkbox"/> School <input type="checkbox"/> Non-Resident/Commercial Non-profit group # _____	
Does your organization have liability insurance to cover individuals while using a facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Facility

- | | |
|--|--|
| <input type="checkbox"/> Large Arena – ICE
<input type="checkbox"/> Large Arena – Dry (April to August)
<input type="checkbox"/> Field House – FULL
<input type="checkbox"/> Meeting Room – Field House Board Room
<input type="checkbox"/> Pool | <input type="checkbox"/> Small Arena – ICE
<input type="checkbox"/> Small Arena – Dry (April to August)
<input type="checkbox"/> Field House – Half
<input type="checkbox"/> Studio B (Birthday Room)
<input type="checkbox"/> Lobby |
|--|--|

User Group season

REGULAR SEASON DATES	Start Date	Finish Date	
Breaks (if applicable)	From	To	
	From	To	
	From	To	
*Playoff Season (if applicable)	From	To	

Booking Request Dates

Date(s) from and to	Time/Hours	Date(s) from and to	Time/Hours



***Please attach any additional requests**

Special Requests

	#	Location(s)
Chairs		
Tables		
Other: <i>(please specify)</i>		
Other: <i>(please specify)</i>		
Set up requests		

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.

I _____ have read the above cancellation policy. _____ Initial

Invoices that have not been paid by the Renter ahead of the due date shall be charged in accordance with the Town of High River Rate Bylaw 4568-2019 and any amendments thereto.

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

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