



## Bob Snodgrass Recreation Complex Outdoor 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](mailto:ParksandRec-Bookings@highriver.ca) or in person at 228 - 12 Ave SE, High River AB, T1V

Date	Organization
Contact #1 Name	Phone Number
Email	
Contact #2 Name	Phone Number
Email	
Billing Address	
*Emergency Contact for 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	

### Outdoor Facility

Baseball Diamond(s) **April - September**

- George Lane             Birchwood - Large             Birchwood - Small             North Rec  
 High School\*             School(s) \_\_\_\_\_

*\*mound*

Soccer Field(s) **April - September**

- Birchwood             Town Farm             Library  
 School(s) \_\_\_\_\_

Overflow "Little Bow" Group Camp Area **April - September**

Spray Park (*limited dates and times, please contact for more information*)

### User Group season

REGULAR SEASON DATES	Start Date		Finish Date	
*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)
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](mailto:ParksandRec-Bookings@highriver.ca)