



## Bob Snodgrass Recreation Complex Party 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

<b>Renters Name:</b>	<b>Contact #</b>
<b>Rental Date: (Day of week) MM / DD / YYYY</b>	<b>Start and End time:</b>

### Refund Policy

No refunds will be provided for cancellations received less than 2 weeks prior. (Exceptions may be made for medical emergencies.)

A full refund (less a \$20 admin fee) will be provided for cancellations received more than 2 weeks prior to the party.

### User is responsible for:

1. Obtaining any required Licenses and Permits
2. Vacating premises as scheduled
3. Any additional janitorial fees which may apply

Parents/party hosts are responsible for providing the cake, tablecloths, decorations, and removal of all supplies afterwards. Please no confetti, heavy duty tape, or pinatas.

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

### Party Room

Studio B maximums:

40 chairs & 10 tables available with a recommendation of no more than 30 people.

*Renter is responsible for all set up and take down.*

I have read and understand the above \_\_\_\_\_ initial

Start Time:

End time:



## Pool Party

Pool requests are available Saturday and Sunday starting at 4:00pm. Rental cost is based on number of swimmers and time

Up to 30 people includes:

- 2 lifeguards
- 1 hour in the pool
- 1 hour in studio B
- Wibit – extra cost

\*Lifeguard Requirements (stipulated standards for all bookings)

- 31 to 79 patrons (1 additional guard)
- 80 to 120 patrons (2 additional guards)
- 120+ patrons (3 additional guards)

**Please come 10 minutes early so Lifeguards may go over Pool Rules with all attendees.**

*All children under the age of 8 must be accompanied in the pool & within arm's reach by a responsible person over the age of 14. All children between 5-7 will be wristbanded / 2 children per - 1 Adult.*

*All bookings and groups of kids will have to pass a swim test conducted by our lifeguards. Should the lifeguard require the individual to wear a lifejacket, then this will be a requirement and enforced.*

I have read and understand the above \_\_\_\_\_ initial

Start time:	End Time:
Wibit rental? <input type="radio"/> YES <input type="radio"/> NO	Basketball net? <input type="radio"/> YES <input type="radio"/> NO
How many people attending?	
How many children under 8 years of age?	How many supervising adults?



## Field House Party

**Basic Ball Package:**

- 1 hour in half of the field house
- 1 hour in Studio B
- Pre-school toy bin – extra cost

- Basketball
- Volleyball
- Soccer
- Badminton
- Pickleball
- Lacrosse - Full Field House ONLY, Helmets required, no sticks available
- Floor Hockey

***NO FOOD allowed on Field House floor or players boxes.***

I have read and understand the above \_\_\_\_\_ initial

Start Time:	End time:
Toy Bin? <input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> Full Field House <input type="radio"/> Half Field House
Activity Requested?	

## Small Ice Party

**Skating Package:**

- 1 hour on the small arena ice
- 1 hour in Studio B

***For your safety and enjoyment helmets (CSA approved) are required for all participants during ice activity and in particular for children and youth. Ice cleats and helmets are also required for those without skates, while on the ice surface. No strollers or sleds are allowed on the ice.***

I have read and understand the above \_\_\_\_\_ initial

Start Time:	End time:
Skate Assists needed? <input type="radio"/> YES <input type="radio"/> NO	How many?



**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_