

ARENA BOOKING FORM

Organization:			
Name of Event:			
Date:		Time:	
Contact Name:			
Phone:	(Home)	(Work)	(Cell)
Billing Address:			
Physical or Legal Address (required):			
INSURANCE			
As per the Town's insurance coverage, it is mandatory that the renter of the Arena carry \$2,000,000 of liability insurance for any event. The Certificate of Insurance must be provided at least 10 business days prior to the event. Facility user's group insurance is available. See attached.			
[<input type="checkbox"/>] OPTION A: (AUMA for Quote with #'s & Type of Event)			
Receipt #:		Certificate Issued:	
[<input type="checkbox"/>] OPTION B: (Renter Provides Certification of Insurance)			
Date Provided:			
BOOKING			
The Town of Beaverlodge requires payment of the deposit to confirm the booking. Deposits will be returned after keys are returned to reception at Towne Square and verification that no damage has occurred. Rental Fees: The rental fee must be paid prior to the event. Keys/fobs will not be given until payment is received in full.			
			CHECK APPROPRIATE BOX
Arena – Ice Rentals	Minor Hockey	\$110.00/hr	
	Adult Hockey	\$140.00/hr	
	Skating Club	\$98.00/hr	
	Private Rental (any season)	\$102.00/hr	
	Schools	\$44.00/hr	
	Refundable Booking Fee	\$50.00	



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

DAMAGE

The Facilities Lead or designate will conduct an inspection of the facility after each event. Where damage to the facility or equipment is evident during the inspection, the Facilities Lead will report the damage to administration. The cost of the damage will be deducted from damage deposit. Damage exceeding the amount of the damage deposit will be charged to the renter.

CANCELLATION

- a. If the notice of a cancellation is given to the Town of Beaverlodge more than two weeks prior to a booking, the Town of Beaverlodge will refund deposit minus the appropriate administration fee.
- b. If a notice of cancellation is received by the Town of Beaverlodge less than two weeks prior to a booking, the deposit is forfeited.

The Town of Beaverlodge reserves the right to cancel programs, without liability, to the renter due to insufficient staffing or hazardous environmental conditions. Full credit will be issued.

I HAVE READ AND UNDERSTAND THE TOWN FACILITY RENTAL POLICY, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREIN.

DATE: _____

SIGNATURE _____

PLEASE PRINT NAME _____