



Facility and Fee Waiver Application

Organization: _____

Type of business: Government Non-Profit For-Profit Other

Charity / Non Profit Registration Number: _____
You must attach a copy of the 501(c)3, if Non-Profit

Address: _____

City: _____ Province: _____ Postal-Code: _____

Contact Name: _____ Title: _____

Phone: _____ Phone 2: _____ Fax: _____

Email: _____

Type of Event: Fundraiser Community Event Private Event

Date(s) of event: _____

Requested Facility/Location of Event: _____

Requested Equipment: _____

Requested Percentage of Fees to be Waived: 25% 50%

NOTE: The maximum amount of any eligible application for waiver or fee reduction is 50%.

Requested Amount of Fees to be Waived: _____

Brief Description and Purpose of Event (attach an additional page if needed):

The primary purpose of the organization is: _____

Include the following information with your Application:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
 - Funding sources available and accessed by the organization; and, proposed expenses.
 - Additional sources of revenue including grant sources.
- Previous year's financial statement:
 - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.
- Applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Permit #: _____ Total Amount of Permit: _____

Amount of Fees Waived: _____

Administration Approval: 0% 25%

Council Approval: 0% 25% 50%

Date: _____

Notified by: _____ Date: _____