



MPR/Hall Allocation Request

Request Date:	Summer (May 1-August 31)	KNRRC	CCBCC	BSRC	<i>Requests Accepted Between:</i> January 1 - 12:00am February 15 - 4:00pm
	Winter (September 1-April 30)	KNRRC	CCBCC	BSRC	<i>Requests Accepted Between:</i> March 1 - 12:00am April 15 - 4:00pm

*****Please submit separate forms for each season*****

Organization:	Main Email:
Main Contact:	Main Contact Phone:
Billing Address:	City: Postal Code:
Existing User Group: YES NO	Non Profit For Profit Minor Adult
Current/Most Recent #of Registrants:	Local If yes-Residency % Non-Local

The City of Beaumont reserves the right to request the membership list from any/all user groups requesting facility access.

List date range and all time requests below. Attach a separate list of times if more space is required.

Main Season

	Start Date	End Date	Start Time	End Time	Room # / Name	Room # / Name	
Monday							Room Abbreviations
							KNB KNRRC Banquet Rm
							KNS KNRRC Small Meeting Rm
Tuesday							BR 1 CCBCC Breakout Rm #1
							BR 2 CCBCC Breakout Rm #2
							BR 3 CCBCC Breakout Rm #3
							BR 4 CCBCC Breakout Rm #4
Wednesday							BR D1/2 CCBCC Double Breakout Rm #1/2
							BR D3/4 CCBCC Double Breakout Rm #3/4
Thursday							CCMR CCBCC Community Meeting Rm
							CBR CCBCC Boardroom
							FH CCBCC Full Hall
Friday							LRGH CCBCC Large Hall
							SMH CCBCC Small Hall
							EVR BSRC Event Rm
Saturday							211 BSRC Rm #211
							213 BSRC Rm #213
							215A BSRC Rm #215A
							215B BSRC Rm #215B
Sunday							215F BSRC Full Rm #215 A/B

MPR/Hall Tournament or Special Event Request

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	Winter (September 1-April 30)	KNRRC	CCBCC	BSRC	<u>Requests Accepted Between:</u> March 1 - 12:00am April 15 - 4:00pm

*****Please submit separate forms for each event*****

Organization:	Main Email:
Main Contact:	Main Contact Phone:

Event Name/Type:			
Event Dates:			
Start Time/End Time/Per Day:			
Number of Games:			
Number of Teams/Participants:			
All Locations Required: (Rooms, Arenas- <i>How Many</i> , Lobbies, Etc.)			
Number of Tables:		Number of Chairs:	
Other Equipment Requested:			

**** tables/chairs are subject to availability ****

Alcohol:	Yes	No
Vendors:	Yes	No
Outdoor Events:	Yes	No

User groups and CVO's will be required to provide resistration numbers and residency percentage of their members.
 Requests for special events are to be submitted with the annual allocation request on a separate form.
 All groups are responsible for SOCAN and RESOUND fees for their activities.
 All groups are required to provide liability insurance naming the City of Beaumont as an additional insured at the time the allocation request is made.
 Rental fees will be approved annually by council according to the fees and charges bylaw.

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the administration and management of the City of Beaumont's Recreation Facility bookings. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.

User Group Signature

Facility Booking Clerk

Date Submitted

Date Received