



Gym & Fieldhouse Allocation Request

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

*****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 than 3 each day.

Main Season

	Start Date	End Date	Start Time	End Time	Full (mark X)	Half (mark X)	Gym or FH	Additional Information
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Gym & Fieldhouse Tournament or Special Event Request

Request Date:	Summer (May 1-August 31)	Gym Fieldhouse	<u>Requests Accepted Between:</u> January 1 - 12:00am February 15 - 4:00pm
	Winter (September 1-April 30)	Gym Fieldhouse	<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, Gym, FH, 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 registration 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