



Facility Booking Application Form

The Town of Taber is committed to having our facility(s) prepared for your event. At the time of booking our facility(s) we require you to complete this form. Note: Personal information provided will be used by the Town solely for facility booking purposes, but is subject to Freedom of Information & Protection of Privacy (FOIPP) legislation.

Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____

Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____

Lessee/Organization Name: _____

Lessee – Contact Person Name: _____ Contact Person Phone #: _____

Event Name /Purpose: _____ Estimated Attendance: _____

**there is a maximum under each indoor facility listed below*

Facility(s) requested:	Town Supplied Equipment Required: (No additional fees apply for use of equipment/services listed)	
<input type="checkbox"/> Auditorium Size: H 5.8m, L 30.5m, W 19.2m Capacity: liquor 485, w/o 700 ➤ Can facilitate a banquet up to 485	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> Chair Clips <i>*for when chairs are set up in rows</i> <input type="checkbox"/> # Rectangle Tables _____ <input type="checkbox"/> # Round Tables _____ (max 5) <input type="checkbox"/> WiFi Internet Access <input type="checkbox"/> Podium <input type="checkbox"/> Sound System <input type="checkbox"/> Bar <input type="checkbox"/> Other Equipment Requests: _____	<input type="checkbox"/> Wheelchair Lift <input type="checkbox"/> DVD Player & Television <input type="checkbox"/> Projector <input type="checkbox"/> Piano (Auditorium Floor Level) <input type="checkbox"/> Pickleball Equipment <input type="checkbox"/> Basketball Equipment <input type="checkbox"/> Kickball Equipment <input type="checkbox"/> Badminton Equipment <input type="checkbox"/> Volleyball Equipment <input type="checkbox"/> Parent and Tot Equipment (age dependent)
<input type="checkbox"/> Kitchen <i>*included in all Auditorium rentals</i> <i>*will accommodate a group of 500 people</i>	<input type="checkbox"/> Stove <input type="checkbox"/> Coolers <input type="checkbox"/> Deep Freezer	<input type="checkbox"/> Ice Maker <input type="checkbox"/> Tabletop Steamers <input type="checkbox"/> Coffee Makers (3 + 1 water) <i>* Dishes, drinking glasses, dish soap, dish washer</i> <i>* Does not include tea towels</i>
<input type="checkbox"/> Green Room Size: 23'x31' Capacity: Tables/ chairs: 31, w/o 39 Tables/chairs + alcohol: 24 <i>* has a projector</i>	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Rectangle Tables _____ <input type="checkbox"/> WiFi Internet Access	<input type="checkbox"/> DVD Player & Television <input type="checkbox"/> Podium <input type="checkbox"/> Projector <input type="checkbox"/> Flip Charts
<input type="checkbox"/> Grey Room Size: 31'x23' Capacity: Tables/ chairs: 38, w/o 49 Tables/chairs + alcohol: 30 <i>*has a projector</i>	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Rectangle Tables _____ <input type="checkbox"/> WiFi Internet Access	<input type="checkbox"/> DVD Player & Television <input type="checkbox"/> Podium <input type="checkbox"/> Projector <input type="checkbox"/> Flip Charts
<input type="checkbox"/> Track and Field Track Size: 400 meters	<input type="checkbox"/> Wooden Bleachers (max 3) <input type="checkbox"/> Metal Bleachers (max 6)	
<input type="checkbox"/> Arena – Large Ice Ice Surface Size: 190'x85.6' Bleacher capacity: 1500 Lobby: 3500ft ² capacity: 350	<input type="checkbox"/> # dressing rooms _____ (4-6 depending on availability) <input type="checkbox"/> # Rectangle Tables _____ For where: _____ <input type="checkbox"/> Nets <input type="checkbox"/> Skate Assists	<i>*Sound system included</i>
<input type="checkbox"/> Arena – small Ice Ice Surface Size: 130'x55' Bleacher capacity: 30 Lobby: 572ft ² capacity: 57	<input type="checkbox"/> # dressing rooms _____ (4-6 depending on availability) <input type="checkbox"/> # Rectangle Tables _____ For where: _____ <input type="checkbox"/> Nets <input type="checkbox"/> Skate Assists	
<input type="checkbox"/> Pool Lap Pool: 25m x 9m Leisure Pool: Landing Pool: Hot Tub: Lobby: Capacity for all: 210	<input type="checkbox"/> Life Jackets <input type="checkbox"/> Water Toys	<i>* Reminder: Children under the age of eight (8) must be accompanied by a responsible caregiver sixteen (16) years or older.</i>

<input type="checkbox"/> Soccer / Football / Rugby Field	<input type="checkbox"/> Ken Mac South (only field with uprights) <input type="checkbox"/> Ken Mac North <input type="checkbox"/> Ken Mac West <input type="checkbox"/> St. Pat's Oval	<input type="checkbox"/> St. Pat's East mini's (A, B, C) <input type="checkbox"/> St. Pat's West mini's (A,B,C,D) <input type="checkbox"/> L.T. Westlake
<input type="checkbox"/> Softball / Baseball Diamonds	<input type="checkbox"/> Ken Mac; West <input type="checkbox"/> Ken Mac; East <input type="checkbox"/> Ken Mac; Lon Ferguson <input type="checkbox"/> Ken Mac; Dr. Gerald Beckie <input type="checkbox"/> L.T. Westlake; Southeast <input type="checkbox"/> L.T. Westlake; Southwest	<input type="checkbox"/> Central; Northeast <input type="checkbox"/> Central; Northwest <input type="checkbox"/> Confederation Park 1 <input type="checkbox"/> Confederation Park 2
<input type="checkbox"/> Confederation Park Gazebo Size: 10.5' x 24' Capacity: 25	<input type="checkbox"/> Electric box key	
<input type="checkbox"/> Confederation Park Cornfest Stage		
<input type="checkbox"/> Ken Macdonald Camping Stalls Size: * 16 Stalls Available	<input type="checkbox"/> Ken Mac Stall How Many: _____ (max 16)	All stalls include electrical hook ups
<input type="checkbox"/> Trout Pond Camping Stalls Size: * 9 Stalls Available	<input type="checkbox"/> Trout Pond Stall How Many: _____ (max 9)	All stalls include electrical hook ups

Contracted Services by Organization (Note: The Organization renting Town facilities is solely responsible for its contractor's services/times):

- Caterer Name: _____
** Please note: caterers are required to get a Town of Taber's Business License from the Planning & Economic Development Department, they are also to get a permit from Alberta Health Services. Any vendors selling / handing out food samples are to get an Alberta Health Services Permit as well.*
- List all other cooking appliances being brought to the facility: _____
** Please note: all electrical cooking appliances must be utilized in the kitchen only. All propane, natural gas, and deep fryers must be used outside only.*
- Decorators Name: _____
** Please note: if setting up chairs into rows; any row over 8 chairs or total number of chairs in rows exceeds 60 chairs, chairs will need to be clipped together as per fire code. If you want all round tables for your event, you can rent them from the Taber chamber of Commerce.*
- Will there be wall / ceiling coverings Yes / No (circle) Are the wall covering Fire retardant materials? Yes / No (circle)
- Specify Electrical Requirements: _____
- Liability Insurance Yes / No (circle one)
** Please note: any activities such as: bouncy castles will require their own liability insurance.*
- Bartenders (or Group) Name: _____ AGLC Liquor License Yes / No (circle one)
- Entertainment/Music: _____

****All rentals are subject to a fire inspection at any time.** h

An Employee representing the facility will contact Lessee – Contact Person within 7 days of booking confirmation to coordinate a **pre-event site meeting**. Our objective is to understand Lessee's needs & to inform you of equipment operating procedures, etc.

Notes: _____

By signing this document you agree that everything is true and correct, and are agreeing to the terms and conditions of the rental based on this information.

Signature: _____ Date: _____

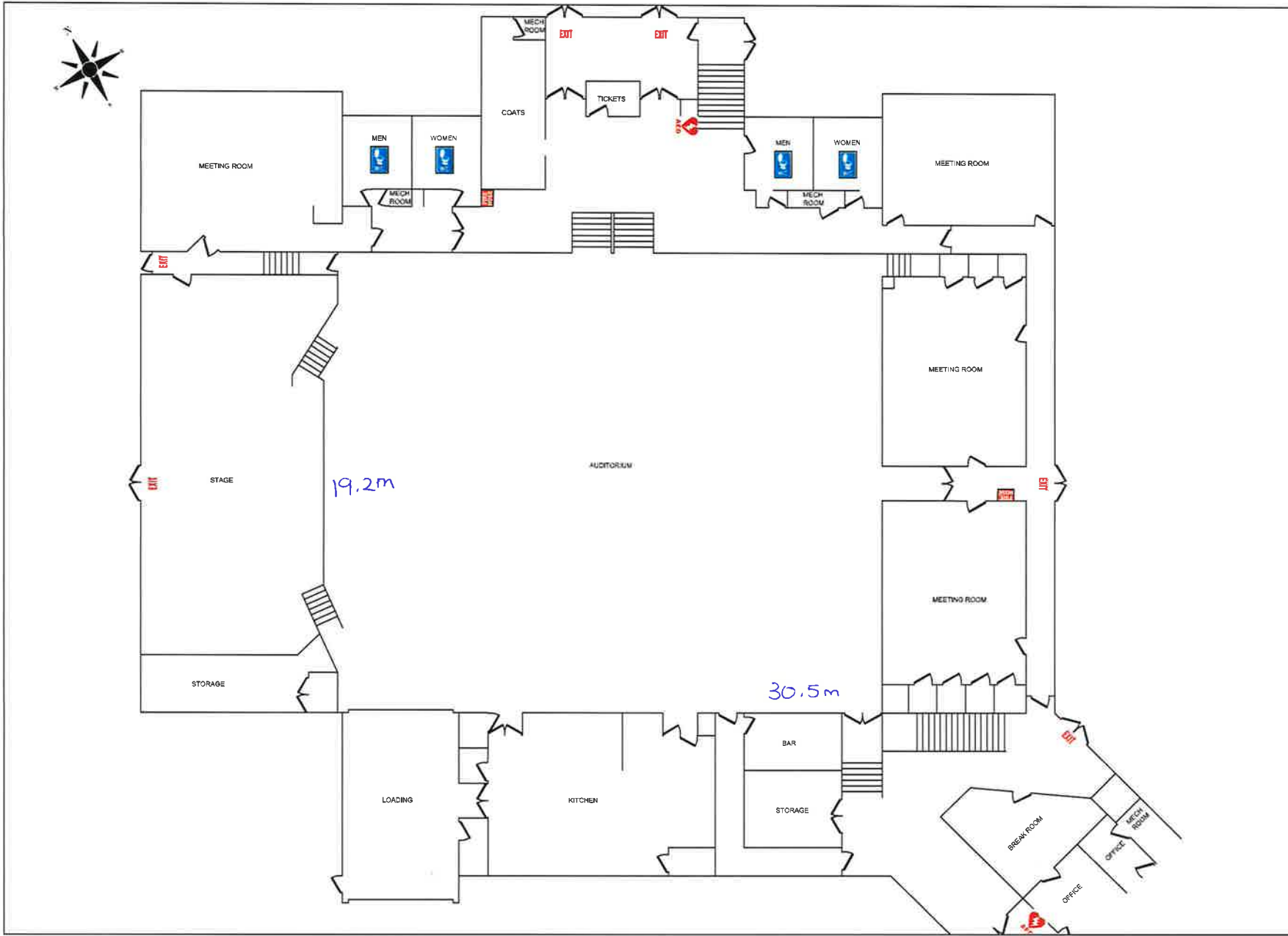
Printed name: _____

Office Use Only - Distribution of Facility Booking Application Form: Lessee Recreation Manager Fire Inspector
** Review all bookings to see if any program cancellations are to be made. If cancellations are required, please update the following calendars: Town Website, Facebook, and Whiteboard at Auditorium*

A separate work order will be sent to staff

Who completed the work: _____

How long did it take to set up: _____



DRAWN BY:
R.L.
DATE:
APRIL 2017
TITLE:
AUDITORIUM MAP
DRAWING:
1 OF 1

