



PARK/FACILITY BOOKING REQUEST

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|--|--|
| <input type="checkbox"/> Crescent Park | <input type="checkbox"/> Amphitheatre |
| <input type="checkbox"/> Happy Valley Park | <input type="checkbox"/> Waterfall |
| <input type="checkbox"/> tatawâw park | <input type="checkbox"/> Other Location: _____ |

Today's Date:		PM Inv. #	
Name:		Date of Booking:	
Address:			
Phone:			
Email:			
Time: (set up to clean up complete)			
Event time:			
Requesting Chairs? (Amphitheatre only) <ul style="list-style-type: none"> • Approx. 75 metal stacking chairs available for use • Require \$25.00 refundable cash deposit for key to access • Supervision of the chairs is required at ALL times 		<input type="radio"/> Yes <input type="radio"/> No	
Decoration or special requests Serving or selling of food? (Requires insurance and Sask Health Authority Permits)			
Specific details of the event happening in the park.			
What materials will be brought in or set up in the park that are not normally there?			
Will you setting up tents or driving stakes in the ground. This requires permission from Parks and Recreation and a site meeting			
Will Alcohol be served at this event? If yes please fill out the Special Occasion Permit Application.			

All Parks and Open Spaces Fee's

- o Per hour: \$49.52 + GST = \$52.00 total
- o Full Day (4 hours or more): \$198.08 + GST = \$207.98 total

Other Fee's as per the terms of the City of Moose Jaw Facility Rental Rates

I hereby acknowledge receipt of all the above named equipment/facility and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility that may occur while the equipment is in my possession, and further acknowledge that failure to return the key/equipment on the specified date may result in loss of deposit and privileges for the organization. I declare that I am eighteen (18) years of age or older.

I hereby acknowledge the terms of the City of Moose Jaw Outdoor Events Policy.

Signature: _____

Date: _____

APPLICATION SUBMISSIONS

Applications must be completed, signed and submitted to:

For events in City Parks and Open Spaces or outdoor events that serve alcohol please contact:

Parks and Recreation Administration

Phone: (306) 694-4430

Email: recreation@moosejaw.ca

For Outdoor Sports Field events please contact:

Recreation Program Supervisor

Phone: (306) 694-4481

Email: recreation1@moosejaw.ca

Parks & Recreation

Date

APPROVED (YES OR NO) _____