



# 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): \_\_\_\_\_

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*

**Birthday Party Packages:**

- Package A: Pool Birthday during public swim + viewing area
- Package B: Pool Birthday party during public swim + meeting room in Community Center
- Package C: Pool Birthday Party – private pool rental + viewing area / or meeting room in Community Center
- Package D: Skating birthday party + meeting room in Community Center
- Package E: Auditorium birthday party + meeting room Community Center

*\* Please note: see below for Town supplied equipment you can request for each room in the Birthday Party Package.*

Age of Birthday Party Participants: \_\_\_\_\_

| Facility(s) requested:  | Town Supplied Equipment Required: (No additional fees apply for use of equipment/services listed)  |  |
|---|--|--|
| <input type="checkbox"/> <b>Auditorium</b><br><br>Size:<br>H 5.8m, L 30.5m, W 19.2m<br><br>Capacity: liquor 485, w/o 700<br>➤ Can facilitate a banquet up to 485<br><br><i>*included in Birthday Party Package 'E'</i>                | <input type="checkbox"/> # Chairs _____<br><input type="checkbox"/> Chair Clips <i>*for when chairs are set up in rows</i><br><input type="checkbox"/> # Rectangle Tables _____<br><input type="checkbox"/> # Round Tables _____ (max 5)<br><input type="checkbox"/> WiFi Internet Access<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Bar<br><input type="checkbox"/> Other Equipment Requests: _____ | <input type="checkbox"/> Wheelchair Lift<br><input type="checkbox"/> DVD Player & Television<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Piano (Auditorium Floor Level)<br><input type="checkbox"/> Sound System<br><input type="checkbox"/> Pickleball Equipment<br><input type="checkbox"/> Basketball Equipment<br><input type="checkbox"/> Kickball Equipment<br><input type="checkbox"/> Parent and Tot Equipment (age dependent) |
| <input type="checkbox"/> <b>Kitchen</b><br><br><i>*included in all Auditorium rentals</i><br><i>*will accommodate a group of 500 people</i>   | <input type="checkbox"/> Stove<br><input type="checkbox"/> Coolers<br><input type="checkbox"/> Deep Freezer<br><input type="checkbox"/> Ice Maker  | <i>* dishes, dish soap, dish water &amp; table top steamers are included</i><br><br><i>* Does not include tea towels</i>   |
| <input type="checkbox"/> <b>Green Room</b><br>Size: 23'x31'<br>Capacity: Tables/ chairs: 31, w/o 39<br>Tables/chairs + alcohol: 24<br><i>* has a projector</i>  | <input type="checkbox"/> # Chairs _____<br><input type="checkbox"/> # Rectangle Tables _____<br><input type="checkbox"/> # Round Tables _____ (max 5)<br><input type="checkbox"/> WiFi Internet Access   | <input type="checkbox"/> DVD Player & Television<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Flip Charts  |
| <input type="checkbox"/> <b>Grey Room</b><br>Size: 31'x23'<br>Capacity: Tables/ chairs: 38, w/o 49<br>Tables/chairs + alcohol: 30<br><i>*has a projector</i>  | <input type="checkbox"/> # Chairs _____<br><input type="checkbox"/> # Rectangle Tables _____<br><input type="checkbox"/> # Round Tables _____ (max 5)<br><input type="checkbox"/> WiFi Internet Access   | <input type="checkbox"/> DVD Player & Television<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Flip Charts  |
| <input type="checkbox"/> <b>White Room</b><br><br>Size: 33'x26'<br>Capacity: Tables/ chairs: 42, w/o 54<br>Tables/chairs + alcohol: 34<br><i>*has a sink and white board</i><br><i>*Included in Birthday Party package B, C, D, E</i> | <input type="checkbox"/> # Chairs _____<br><input type="checkbox"/> # Rectangle Tables _____<br><input type="checkbox"/> # Round Tables _____ (max 5)<br><input type="checkbox"/> WiFi Internet Access   | <input type="checkbox"/> DVD Player & Television<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Flip Charts<br><input type="checkbox"/> White Board  |
| <input type="checkbox"/> <b>Track and Field</b><br>track Size: 400 meters   | <input type="checkbox"/> Wooden Bleachers (max 3)<br><input type="checkbox"/> Metal Bleachers (max 6)  |  |
| <input type="checkbox"/> <b>Arena – Large Ice</b><br>Ice Surface Size: 190'x85.6'<br>Bleacher capacity: 1500<br>Lobby: 3500ft <sup>2</sup> capacity: 350<br><i>*Sound system included</i>   | <input type="checkbox"/> # dressing rooms _____ (4-6 depending on availability)<br><input type="checkbox"/> # Rectangle Tables _____<br>For where: _____<br><input type="checkbox"/> Nets  |  |

|  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Arena – small Ice</b><br>Ice Surface Size: 130'x55'<br>Bleacher capacity: 30<br>Lobby: 572ft <sup>2</sup> capacity: 57<br><i>*included in Birthday Party Package D</i> | <input type="checkbox"/> # dressing rooms _____ (4-6 depending on availability)<br><input type="checkbox"/> # Rectangle Tables _____<br>For where: _____<br><input type="checkbox"/> Nets  |  |
| <input type="checkbox"/> <b>Pool</b><br>Lap Pool: 25m x 9m<br>Leisure Pool:<br>Landing Pool:<br>Hot Tub:<br>Lobby:<br>Capacity for all: 210<br><i>*included in Birthday party package A, B, C</i>  | <input type="checkbox"/> Life Jackets<br><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"/> <b>Soccer / Football / Rugby Field</b>  | <input type="checkbox"/> Ken Mac South (only field with uprights)<br><input type="checkbox"/> Ken Mac North<br><input type="checkbox"/> Ken Mac West<br><input type="checkbox"/> St. Pat's Oval  | <input type="checkbox"/> St. Pat's East mini's (A, B, C)<br><input type="checkbox"/> St. Pat's West mini's (A,B,C,D)<br><input type="checkbox"/> L.T. Westlake                               |
| <input type="checkbox"/> <b>Softball / Baseball Diamonds</b>   | <input type="checkbox"/> Ken Mac; West<br><input type="checkbox"/> Ken Mac; East<br><input type="checkbox"/> Ken Mac; Lon Ferguson<br><input type="checkbox"/> L.T. Westlake; Southeast<br><input type="checkbox"/> L.T. Westlake; Southwest | <input type="checkbox"/> Central; Northeast<br><input type="checkbox"/> Central; Northwest<br><input type="checkbox"/> Confederation Park 1<br><input type="checkbox"/> Confederation Park 2 |
| <input type="checkbox"/> <b>Tennis Courts</b>  |  |  |
| <input type="checkbox"/> <b>Confederation Park Gazebo</b><br>Size: 10.5' x 24'<br>Capacity: 25   | <input type="checkbox"/> Electric box key  |  |

**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  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.**

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  ACE Coordinator  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: \_\_\_\_\_