



## Park Rental Request

Return completed request forms to the Parks Division office at 263 Myrtle Ave, or scan and email to parks@yorkton.ca

Organization / Contact Information				
Organization (if applicable):				
Applicant Name:				
Contact Number:			Contact Email:	
Contact Address:				
City:		Province:		Postal Code:
Event Information				
Park Requested:			Date(s):	
Event Type: <input type="checkbox"/> Charity Event / Fundraiser <input type="checkbox"/> Party / Get Together <input type="checkbox"/> Sport, Recreation, or Fitness Event  <input type="checkbox"/> Other (please explain): _____				
Please give a brief description of your event:				
Set Up Time	Event Start Time	Event End Time	Tear Down Time	Total Hours
How many people will be attending?		Will you event include food (such as a BBQ)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a Temporary Food Vendor Permit is required from Public Health.		Will your event include alcohol? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a Special Occasion Application must be completed.
Other information, requirements, or requests:				
Important Information				
A site visit is mandatory prior to the approval of the event. The Applicant will be contacted by a representative of the City of Yorkton to schedule a time for the site visit to occur. By signing below, the Applicant agrees that they have read the attached Rules & Regulations for Park Use, and further agrees to abide by the terms and conditions outlined therein.				
_____			_____	
Applicant Signature			Date	
For Office Use Only				
Date Rental Created: _____			Rental/Contract Number: _____	
Staff Signature: _____				

## **Rules & Regulations for Park Use**

1. The Applicant agrees to the terms indicated in the Rental Request and the Rules & Regulations for Park Use as listed in this document.
2. The Applicant is at least 18 years of age and will assume all responsibility for adhering to these Rules & Regulations during the rental.
3. Rentals are to be made no later than seven (7) days in advance of the event.
4. The City of Yorkton reserves the right to refuse any application, to relocate or cancel any rental on short notice due to special events or circumstances beyond its control.
5. The Applicant agrees that all supplies, furniture, fixtures, and equipment brought onto the premises during the rental term shall be done at the Applicant's own risk. The City of Yorkton is not responsible for lost, stolen, or broken items or other damages caused by any items brought into the facility.
6. The Applicant agrees to pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the City of Yorkton. Any damage is to be reported to the City of Yorkton immediately and at the latest the first business day following the rental.
7. The Applicant agrees to indemnify and save harmless the City of Yorkton from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests.
8. The City of Yorkton advises the Applicant that the City of Yorkton's liability insurance coverage **does not** extend to include negligence on the part of its users. The City of Yorkton recommends that the Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
9. The Applicant agrees that any securities requirements for the rental are the sole responsibility of the Applicant.
10. The Applicant agrees that Medical and First Aid provisions and personnel are the sole responsibility of the Applicant.
11. The Applicant agrees that alcoholic beverages will not be permitted on the premises except when approved by the City of Yorkton and the appropriate permits are obtained and issued by the provincial licensing authority.  
**See Special Occasions** below.
12. The Applicant agrees that if food is to be provided to the public at the event that a Temporary Food Vendor Permit as authorized by the local Public Health authority must be acquired. A copy of the application will be provided to the applicant.
13. The Applicant agrees to leave the facility in a clean and tidy state. Garbage receptacles and bags are provided in all parks, and extra garbage cans may be provided upon request. The availability of extra garbage cans is not guaranteed.  
**The park is to be left in the condition in which it was found.**
  - a. The City of Yorkton reserves the right to limit usage for those who leave the facility in an untidy state.
14. The Applicant agrees that they will protect all turf areas from spills and leaks of fuel, oil, etc. from all generators, vehicles, and motorized equipment. The applicant further agrees that they may be held financially responsible for any damages caused.
15. The City of Yorkton reserves the right to remove any person(s) for the park with just cause.
16. A Minimum call-out fee of \$100.00 will be charged to any user causing City Staff to respond to a user-related call-out after hours.
17. The Applicant must abide by the stated start and end times listed in the rental request form.

## **Special Occasions**

Special Occasion Applications (as approved by the City of Yorkton) and Special Occasion Permits (as approved by the provincial licensing authority) are required for all events where alcohol is present, and may be required for other events at the direction of the Property Manager. The Special Occasion Application process is as follows:

1. The Applicant indicates alcohol is to be present on the Rental Request form.
2. A copy of the Special Occasion Application form is given to the Applicant to complete and return to the booking office. The booking office will forward the application to the Property Manager for approval, concerns, or denial.
3. The Property Manager will forward the application to the RCMP for approval, concerns, or denial, and return the application to the Property Manager.
4. The Property Manager will communicate to the Applicant the result of the process and forward to them a copy of the approved or denied application.
5. The Applicant applied for a Special Occasion Permit as approved and issued by the provincial licensing authority.
6. A copy of the approved liquor license shall be provided to the City upon request.

**Violation of any of these Rules & Regulations for Facility Use  
may result in additional charges and/or loss of facility privileges.**