



# RECREATION FACILITIES BOOKING FORM

To request your booking with the City of Whitehorse, please complete this form and submit it to the Booking Office. This application is not a guarantee of available space or confirmation of booking.

CONTACT	
<b>Main Contact:</b>	<b>Organization Name:</b>
Contact Number:	Mailing Address:
<b>Email Address:</b>	
Do you have a PLAY account?    Yes    No	
Account Type:    Non-Profit    Commercial    Government    Family (if family, note others attending below)	
Registered Non-Profit?    Yes    No	Affiliated with a Territorial or National Sport Organization?    Yes    No
Society #:	Name:

EVENT / BOOKING INFORMATION	
<p><i>All bookings must adhere to the <a href="#">City Indoor Facility Allocation Policy</a> and the <a href="#">CCG Operations Policy</a>.</i></p> <p><i>All warm up, set up, take down or other exclusive use time must be included in your rental contract.</i></p> <p><i>Locations, Days and Times preference (please review the <a href="#">Facility Rental Guide</a> prior to your request)</i></p> <p><i>Canada Games Centre / Takhini Arena / Mount McIntyre Rec Centre – indicate locations requested, facility/room types, all dates and times, and days of week.</i></p>	
Event Type:    Sport    Birthday Party    Meeting    Cultural    Invitational    Fundraiser    Tournament    Game Trials	
<b>Event Title/Activity:</b>	
# of Attendees: _____ Demographic: Youth _____% / Adult _____% / Senior _____% / Disabled _____% / Public _____%	
Rental Area Requested:	
Date(s) Requested:	Time(s) Requested:
Recurrence of Booking:    Single day    Multiday    Repeating Pattern:	
<p>Additional Information: <i>Include any setup/take down requirements, league or sport requirements, equipment requests, preferences, or associated scheduling that may need to be considered for your booking.</i></p>	

## LEAGUES, PUBLIC EVENTS & MAJOR EVENTS

### SPECTATORS

Do you expect spectators at your event?	No	Yes	Please Estimate:
Will you be charging a spectator/public admission fee?	No	Yes	

Depending on the size of your event, the City may ask you to provide your own safety/risk management plan for your area. You may need to pay additional fees for staff support according to operational requirements, number of participants and spectators, seasonal schedules, past history, or janitorial needs.

### INSURANCE / PAYMENT / CGC DROP-IN

Do you have current proof of insurance? <i>(Insurance will be requested for all repeat or public bookings)</i>	No	Yes
Do you require CGC daily wristbands? <i>(Admission Fees and Group/Team Guidelines apply)</i>	No	Yes
Will you have staff or volunteer supervision at your event?	No	Yes
Payment method:	Contract/PO # (if applicable):	

### CONCESSIONS / FOOD / ALCOHOL

\* see renter responsibilities on next page

Will liquor be served at this event?	No	Yes
Are you planning to give away/sell any food or drink?	No	Yes
What kind of food/drink are you planning to serve and where?		
At what time during your booking?		

### MEDIA / PARTNERS

Are you inviting or expecting any media?	No	Yes	Describe:
Partnerships / Sponsors:			
Special Guest Invited:			
Are you hiring any event planners or external services for this event?			

### STAFF USE

<input type="checkbox"/> Food permit required Received:	<input type="checkbox"/> Film permit required Received:
<input type="checkbox"/> Liquor permit required Received:	<input type="checkbox"/> Proof of Yukon Lotteries for ticket sales Received:
<input type="checkbox"/> Payment required Received:	<input type="checkbox"/> Extra staff support required Received:
<input type="checkbox"/> Insurance required Received:	

# EVENT ORGANIZER RESPONSIBILITIES\*

## Food & Beverage Services

*We cannot offer conflicts of services with our tenants in our facilities. We encourage you to purchase your product with our suppliers if you would like to serve to the public.*

- ✓ *Subway should have the right of refusal in the CGC on the following items: cookies/sandwiches/wraps/salads.*
- ✓ *Booster Juice and Coke should have the right of refusal in the CGC on smoothies, juices and pops.*
- ✓ *Coca-Cola is the vendor of soft drinks and beverages in Rec Facilities.*
- ✓ *Gravy Train can be contacted for catering in Takhini Arena.*
- ✓ *A separate Info Package is available for any event at Mount McIntyre Rec Centre.*

**Food Permit:** A “Temporary Food Permit” is required for any event in which food is served for general public or prepared on site. Applications are available at Environmental Health, #2 Hospital Road, 667-8391 or [yukon.ca](http://yukon.ca)

**Liquor Permit:** A “liquor Permit” is required for any event where alcohol is served. Use must first be approved by the city to issue an “Authorization to Obtain a Liquor Use Permit”. This authorization is required at the Yukon Liquor Corporation to issue Liquor Permits. Contact 667-5241, 9031 Quartz Road to obtain your permit or [yukon.ca](http://yukon.ca)

**Film Permit:** Any media presence in city facilities must be approved by city administration through a Film permit, before arranging for media on site. Request your Film Permit from [recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)

**Ticket Sales & Gamin Permit:** Lotteries Yukon – 633-7890 & Consumer and Corporate Affairs – 667-5111

**Green Event:** We ask that you ensure your event is Green. The Whitehorse Green Guide is a website with a search tool allowing for on-line access to information gathered about where to find “green” products and services in Whitehorse.

**Liability Insurance:** All public events require insurance minimum of 3 million dollars with the City of Whitehorse named additionally insured.

**Payment:** Arrangements for payment must be made at time of booking, terms will be part of the Rental Contract.