



FACILITY RENTAL APPLICATION FOR SPECIAL RENTALS

City of Iqaluit Recreation Department

**PLEASE COMPLETE AND SUBMIT TO THE RECREATION DEPARTMENT
BY NOVEMBER 30TH, 2014**

<u>RENTAL GROUP INFO:</u>	<u>FACILITY FEES</u>
RENTAL GROUP: _____	<input type="radio"/> AWG Arena \$750/day _____
REPRESENTATIVE: _____	<input type="radio"/> AWG Ice Covering System Base Rate (Install/Remove) \$1,650 Weekdays \$750/day _____ Weekends \$1,000/day _____
ADDRESS: _____	<input type="radio"/> AWG Lobby \$50/hr (\$300/day) _____
PHONE: (H) _____ (W) _____	<input type="radio"/> Auxiliary power supply (AWG only) \$250 per day Installation at renters cost _____
FACILITY REQUESTED: _____	<input type="radio"/> Abe Okpik Hall \$50/hr (\$300/day) _____
EQUIPMENT REQUESTED: _____	<input type="radio"/> Curling Rink \$750/day _____
PURPOSE OF RENTAL: _____	<input type="radio"/> Arnaitok or AWG Showers \$250/day _____
DATE(S) REQUIRED: _____	<input type="radio"/> Rotary Park (No charge) _____
TIME REQUIRED: _____	<input type="radio"/> Iqaluit Square (No charge) _____
SPECIAL REQUIREMENTS: _____	<input type="radio"/> Tables \$5/day (per table) _____
_____	<input type="radio"/> Chairs \$7/day (per 20 chairs) _____
_____	<input type="radio"/> Stage tent (15'x25') \$250/day _____
_____	<input type="radio"/> Port-a-potties \$100/unit per day _____ (Includes daily pump out)
_____	<i>All rentals are subject to 5% GST</i>
_____	SUBTOTAL: _____
_____	GST: _____
_____	TOTAL FEES: _____

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1. What type of Special Activity would you like to use the Facility for?

- Sport and Recreation- Children and/or Youth
- Sport and Recreation –Adults
- Fundraiser for a non-profit group
- Government Activity (meeting etc)
- Trade Show /Conference
- Charity Gala/ Charity Dinner
- Concert
- Commercial/Business purposes
- Private (individual/family)
- Other: _____

2. What is the purpose of your rental?

3. Will you require a special occasion's license (will there be alcohol at the event?)

- Yes
- No

4. What is the maximum number of people that will be at your event? _____

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5. Will you require the auxiliary power supply (available for AWG only)?

Yes

No

6. What are the proposed dates of the event? Please include times.

Set up start date: _____

Event date: _____

Take Down end date: _____

7. Will your event cause an interruption in programs or regular facility use?

Yes

No

Not sure

8. Will your event require the installation of the ice covering system, ice removal or removal of the Turf?

Yes

No

Not sure

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Information regarding Facility Allocation for Special Rental Requests for City of Iqaluit Recreation Facilities

All special requests that come in to the Recreation Department are considered by a team within the department to determine if the request can be accommodated.

There is a system of priority for requests that is used when allocating facility usage.

1. City run programs
2. Organized sports recreation programs for children
3. Organized sports programs for older youth
4. Organized sports programs for adults
5. Private sports rentals
6. Other rentals

When special requests for other rentals are received, the Recreation Department considers the request.

Factors that are considered include:

- Policy compliance (the Recreation Department has policies regarding rentals and facility use)
- Availability (ie. conflicts with tournaments)
- Determining the impact on our customers (user groups sign contracts and book time for the season)
- Impact on the participants and athlete development (ie. sport group have training plans and schedules that are important for preparing for competitions)
- Whether interruption of a program will occur and who will be affected (children and youth are the priority)
- Length of the interruption
- Impact on the public
- Operational impact
- Staffing requirements
- Appropriateness of the event in the facility

See City of Iqaluit Recreation Guide for more information

If we cannot accommodate your specific request, we will try to work with you to find alternative solutions.