



## Recreation Facility Request Form

City of Whitehorse | Recreation Department | Fax: 867.668.8675

Facility Booking Agent

Phone: 633-8518 | Email: [recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)

**This application is not a guarantee of available space or confirmation of booking.**

Event Title/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Is this a single event / Repeat booking / multi day?

Event Type: Sport / Birthday Party / Meeting Room / Cultural / Invitational / Fundraiser / Tournament / Games Trials

Number Expected: \_\_\_\_\_ Demographic: Youth \_\_\_\_\_% / Adult \_\_\_\_\_% / Senior \_\_\_\_\_% / Disabled \_\_\_\_\_% / Public \_\_\_\_\_%

Account Type: Non-Profit / Commercial / Government / Family *(if family, please note anyone else attending in additional information)*

Main Contact: \_\_\_\_\_

Do you have a PLAY account? Yes  No

Email Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Registered Non-Profit? Yes  No

Affiliated with a Territorial or National Sport Organization? Yes  No

Society # \_\_\_\_\_

Name: \_\_\_\_\_

*\*All bookings must adhere to the [City Indoor Facility Allocation Policy](#) and the [CCG Operations Policy](#). All warm up, set up, take down or other exclusive use time must be included in your rental.*

**Locations, Days and Times preference (please review the [Facility Rental Guide](#) prior to your request)**

Canada Games Centre / Takhini Arena / Mount McIntyre Rec Centre – indicate locations requested, facility/room types, all dates and times, and days of week.

**Additional Information:** please 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

## Spectators / Volunteers / Staff

Yes  No  Do you expect spectators at your event? Estimate \_\_\_\_\_

Yes  No  Will you be charging a spectator/public admission fee?

Will you have staff or volunteer supervision at your event? \_\_\_\_\_

*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

Yes  No  Do you have current proof of insurance? \*Insurance will be requested for all repeat bookings.

Yes  No  Will you also require CGC daily wristbands? \*Group/Team Guidelines apply.

Payment method: \_\_\_\_\_ Contract/PO # (if applicable) \_\_\_\_\_

## Concessions / Food / Alcohol

*We cannot offer conflicts of services with our tenants in our facility. 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.*

Yes  No  Will liquor be served at this event?

Yes  No  Are you planning to give away/sell any food or drink?

What kind of food/drink are you planning to serve and where? \_\_\_\_\_

At what time during your booking? \_\_\_\_\_

## Media / Partners

Yes  No  Are you inviting or expecting any media? Describe \_\_\_\_\_

Partnerships / Sponsors: \_\_\_\_\_

Special Guest Invited: \_\_\_\_\_

Are you hiring any event planners or external services for this event? \_\_\_\_\_

### Staff Use: all permits should be confirmed prior to the event.

- |   |  |
|---|--|
| <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. _____                       |
| <input type="checkbox"/> Insurance required. Received _____     | _____  |

## Event Organizer's Responsibilities

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

**Food Permit:** A "Temporary Food Permit" is required for any even in which food is served. Applications are available at Environmental Health, #2 Hospital Road, 667-8391 or [www.hss.gov.yk.ca](http://www.hss.gov.yk.ca)

**Liquor Permit:** The Yukon Liquor Corporation issues Liquor Permits. The City will determine if liquor is approved for the event area and issue an "Authorization to Obtain a Liquor Use Permit". This authorization is required at the YLC when applying for your permit. Contact 667-5241, 9031 Quartz Road.

**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.

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