

**Yellowhead Agricultural Society**  
**PO Box 5138**  
**Edson, AB T7E 1W2**

**EVENT RENTAL REQUEST FORM**

\* Please note: This is not a contract. Completing this form does not guarantee the facility or equipment rental for this event. Once the form is received, it will be reviewed by the Yellowhead Ag Society Board and you will be contacted by a member of the Ag Society. The form must be completed in its entirety in order for it to be reviewed. An incomplete form may be returned without being reviewed.

**Contact Information**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Are you a non-profit or charitable group? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Facility(s) or Equipment you are requesting (circle):  
Indoor Arena                      Outdoor Arena                      Tables/Chairs  
Panels                                  Other (please specify) \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Start time & End time: \_\_\_\_\_

Requested date/time facility rental required (if different from above):

Fully describe the event, including facility requirements/needs (i.e. equipment, electrical, lighting, sound, staging, etc.):

**Attendees**

Expected Number of Attendees: \_\_\_\_\_

What is the main method of transportation for attendees: \_\_\_\_\_

Is an admission fee being charged? If so, what is the fee? \_\_\_\_\_

Is the event open to public participation, or auditing? \_\_\_\_\_

What percentage of age group are expected to attend?      Youth \_\_\_\_\_%      Adult \_\_\_\_\_%  
Senior \_\_\_\_\_%

Can the event be advertised or promoted through YAS website or other advertising?      Yes \_\_\_\_\_ No \_\_\_\_\_

If animals or livestock are in attendance, what kind & how many of each type are expected?

**Facilities**

Will you be renting portable restrooms for this event?      Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be renting/erecting any other facility (i.e. tent) for this event? If yes, please provide details. \_\_\_\_\_

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Are any renovations/additions to the current facility state required for your event? (i.e. panel installation/removal, posting of signage, decoration, etc.) Please explain: Yes \_\_\_\_\_ No \_\_\_\_\_

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### Food/Alcohol

Is the event being catered? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the YAS has first right of refusal to provide basic concession or bartending services. If services are refused by the YAS, what caterer/vendor will you be using? \_\_\_\_\_

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

What precautions will you take to ensure minors are not served alcoholic beverages? \_\_\_\_\_

### Security

Is security required for your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who will be in charge of Security? \_\_\_\_\_

If yes, how many security personal will be present, how are they identified, and what will their duties be? \_\_\_\_\_

### Sponsorship

Are you seeking YAS sponsorship or donation for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who will be the Ag Society Director contact (required)? \_\_\_\_\_

If yes, what level of sponsorship are you seeking (circle)? Arena use    Donation    Advertising    Other

If other, what are you requesting? \_\_\_\_\_

***NOTE: Sponsorship is only considered when the event meets specified criteria for community benefit, profit, conflict of interest, membership, director availability, safety and professional/experience guidelines. A full budget outlining expected revenue and expenses along with full details of the event is required with this request form if sponsorship is being requested. If any group is to receive a profit outside of the YAS, the event is not eligible for sponsorship.***

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### Please print and mail this form to:

Yellowhead Agricultural Society  
PO Box 5138  
Edson, AB T7E 1W2

### Or scan & email to:

[yellowheadagsociety@hotmail.com](mailto:yellowheadagsociety@hotmail.com)

**\* A signed Rental Agreement, full payment and damage deposit will be required to reserve the space if the event is approved.**

I have read and fully understand the facility rental policies and guidelines pertaining to the facility I am interested in renting and agree to adhere to all of those policies if the proposed event is approved. I attest that the above information is accurate and that any deviation from the above information nullifies the form. I understand that if approved, a signed Rental Agreement, payment and damage deposit will be due to hold the space. If my event is approved, I agree to return the facility to its original state and understand that failing to comply will result in forfeiture of future privileges pertaining to that facility. I understand that the YAS Board of Directors will review the event request and will make a decision on the event based on the information contained herein and their approval criteria. I will appreciate the time made to consider this request and will accept their decision respectfully.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR YAS BOARD USE ONLY**

**Criteria for considering an event held at the YAS facilities:**

Is the event being put on by a Non-Profit or Charitable Group?	YES	NO
Is the equipment being requested available for the date/time of the event?	YES	NO
Is the equipment needs able to be met by the current facility structure?	YES	NO
Will the # of attendees legally meet the facility capacity laws?	YES	NO
Can the facility accommodate the transportation methods?	YES	NO
Is the fee applicable to the type of event?	YES	NO
Is the event open for public participation?	YES	NO
Does the event include youth or seniors?	YES	NO
Will the event have livestock that may be a concern for the dirt integrity?	YES	NO
Is the current facility adequate for the needs of the participants? (i.e. # washrooms, etc) or is space available for additional services/facility?	YES	NO
Is the YAS concession or bar service available for the event?	YES	NO
Is security a concern for this event?	YES	NO
Will revenue be generated for the YAS?	YES	NO

Upon careful consideration of the above criteria, the event may or may not be approved as motioned by the Board of Directors, at the meeting held on \_\_\_\_\_.

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**Criteria for considering a sponsored/donated event:**

Is the event being put on by a Non-Profit or Charitable Group?	YES	NO
Is the fee applicable to the type of event?	YES	NO
Is the event open for public participation?	YES	NO
Does the event include youth or seniors?	YES	NO
Is the YAS concession or bar service available for the event?	YES	NO
Is a YAS Director available to oversee the requirements of the event?	YES	NO
Will the community benefit from this event either recreationally or educationally?	YES	NO
Will the event coordinating person/group receive a profit from this event?	YES	NO
Does the person/group to gain a profit present a Conflict of Interest for the YAS?	YES	NO
Does the person/group meet membership requirements for use of the facility?	YES	NO
Does the event pose a safety or liability risk to the YAS?	YES	NO
Is the person/group deemed qualified by the YAS to host the event?	YES	NO
Has a full detailed description of the event & detailed budget been received?	YES	NO
Will revenue be generated for the YAS?	YES	NO

Upon careful consideration of the above criteria, the event may or may not be sponsored/donated/advertised as motioned by the Board of Directors, at the meeting held on \_\_\_\_\_.