

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

EVENT RENTAL REQUEST FORM

* **Please note:** 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. _____

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 _____

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 financial sponsorship is being requested, or if the event will be hosted by YAS. If any individual or group is to receive a profit outside of the YAS, the event is not eligible for sponsorship.

Please print and mail this form to:

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

Or scan & email to:

yellowheadagsociety@hotmail.com

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

**** Premises is under 24 hour video surveillance ****

Enter and Use At Your Own Risk. Arena surveillance is closely monitored. Failure to adhere to the rules may result in a verbal or written warning. Repeated offences may result in a loss of membership, facility use and/or a monetary penalty to the member(s).

YAS and its Directors are not held responsible for any loss, damage or injuries that may occur to person(s) or animal(s) while attending the YAS grounds/facilities.

YAS FACILITY USAGE/EVENT REQUIREMENTS

- All **Hosts** and **Participants** of any event MUST have a **\$5.00 YAS Membership** (forms available at the arena or the website at www.yellowheadagsociety.com).
 - * All YAS Memberships expire Sep 30 each year*
 - * **Spectators DO NOT** require a YAS membership
- Pay **Fees** for use (Hourly, Daily or Weekly rates will apply, as posted on the website). Only events that are sponsored by YAS may have fees waived.
- Review **Rules** of use (listed below, and posted at arena and on the website).
- Pick up and **Dispose of All Waste** inside & out

YAS FACILITY RULES OF USE (subject to change as per Board motion)

- Public /Open Riding rate is per horse, per arena use, unless you have a Yearly Single or Family Riding Membership. Private booking/Event rate is **\$25.00** per hour.
- Public/Open Riding means **NO** clinics, classes or lessons are permitted (i.e monetary fee paid to individual(s) for services).
- Equipment set up during Public/Open Riding (i.e.: Barrels, Jumps) can occur **ONLY** if all users present agree to set up. Private rentals are to be used outside of Public/Open Riding Days for those purposes.
- Private Rentals are to stay within their booked time; *penalties will apply to those users not complying with their time slot and to those who interfere with Private Bookings.*
- Private Rentals take precedence over Public Riding. Except on those days designated as **Open Riding**.
- Arena will not be locked. HONOR system will apply.
- Everyone using the arena must work together to create an efficient and safe environment.
- You **MUST** clean up after yourself and your horse. This includes **inside and outside** of the arena. (i.e.: Horse hair, manure, hoof trimmings, empty wheel barrel).
- No Horse Shoeing.
- Last person out is responsible for turning off lights and closing doors.
- No Dogs allowed while arena in use with Horses.
- No overnight stalling or feeding in Indoor arena.
- No Vehicles/ATVs permitted inside the arena without YAS Board approval.
- No Glass Bottles allowed on YAS grounds.
- Arena closes at -20C.

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 remit the appropriate fees and 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: _____