

Arena Special Event Application

Art Hauser Centre Office
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City of
Prince Albert

ARENA SPECIAL EVENT APPLICATION

PART 1 - BOOKING INFORMATION		
APPLICATION DATE:		
ORGANIZATION NAME:		
ADDRESS:		
CITY & PROV	POSTAL CODE	
ORGANIZATION TYPE:		
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Private <input type="checkbox"/> Family <input type="checkbox"/> Other _____		
CONTACT NAME:		
CELL :	HOME:	WORK:
EMAIL:		FAX:
ALTERNATE CONTACT NAME:		
CELL :	HOME:	WORK:
EMAIL:		FAX:

PART 2 – EVENT INFORMATION	
EVENT NAME:	
EVENT START DATE:	
EVENT END DATE:	
EVENT SET UP DATE:	TIME:
EVENT TAKE DOWN DATE:	TIME:
EVENT TYPE:	
<input type="checkbox"/> Concert <input type="checkbox"/> Tournament <input type="checkbox"/> Opening Ceremony <input type="checkbox"/> Games Event <input type="checkbox"/> PBR <input type="checkbox"/> Graduation <input type="checkbox"/> Circus <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____	
EXPECTED NUMBER OF ATTENDEES: _____ (Include participants, organizers, volunteers, spectators, security, etc)	

PART 3 - FACILITY REQUIREMENTS FOR EVENT	ART HAUSER CENTRE	KINSMEN	DAVE G. STEUART
ARENA GLASS REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
HOMASOTE FLOOR - INSTALLATION & REMOVAL	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
4 CORNER BOARD & GLASS & RAMPS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
3 CORNER BOARD & GLASS & RAMPS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
2 CORNER BOARD & GLASS & RAMPS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
1 CORNER BOARD & GLASS & RAMP - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
PLAYERS BENCH GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
PENALTY BOX GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
WEST & EAST NETTING - RAISED AND LOWERED	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
1 NETTING - RAISED AND LOWERED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 GATES & GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
3 GATES & GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
2 GATES & GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
1 GATE & GLASS - REMOVAL & INSTALLATION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
REMOVE PLAYERS BENCH BOARDS – OCCUPANCY LOAD	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
1 – 200 amp, 3 phase 120/208 volt with camlocks	<input type="checkbox"/> Yes <input type="checkbox"/> No East Electrical	N/A	N/A
2 – 50 amp 220 volt: • 1 located in Penalty Box • 1 between Players Benches	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
1 – 50 amp 220 volt: • West Goal Judge Light/Station • Zamboni Ramp	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
2 – 50 amp: • Northwest Exterior • Northwest Exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A

1 – 100 amp, single phase: <ul style="list-style-type: none"> West Parking Lot Inner Lobby Electrical Room 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
5 – 15 AMP ON BEAMS OVER ICE 1 – 15 AM – PENALTY BOX 3 – 50 AMP – NORTH SIDE	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
2 ELECTRICAL PANEL DISTRIBUTION BOXES _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ATLAS COPCO GENERATOR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 4 - FACILITY DIMENSIONS	ART HAUSER CENTRE	KINSMEN	DAVE G. STEUART
ARENA SURFACE FLOOR TO BEAM/CEILING HEIGHT:	25 FEET	17 FEET	16 FEET
RAFTER SPAN	20 FEET ON CENTRE (19' 6") INSIDE RAFTER TO INSIDE RAFTER		N/A
BOW STRING TRUSS CAPACITY: <ul style="list-style-type: none"> MAX LOAD/TRUSS MAX WEIGHT/POINT/TRUSS 	5000 LBS 1500 LBS	N/A	N/A
FLOOR LOADING CAPACITY: <ul style="list-style-type: none"> MAX ON 8" X 8" BEARING AREA MAX ON 12" X 12" BEARING PLATE 	6400 LBS 9216 LBS	N/A	N/A
ARENA FLOOR/ICE SURFACE SIZE <ul style="list-style-type: none"> FEET METRES 	200 X 85 FEET 61 X 26 M	190 X 85 FEET 58 X 26 M	195 X 85 FEET 60 X 26 M
ARENA SEATING CAPACITY: <ul style="list-style-type: none"> BLEACHERS STANDING ROOM FLOOR SEATING TOTAL CAPACITY 	2513 708 730 3951	186 555 675 1416	186 555 700 1441
OVER HEAD DOOR DIMENSIONS		12 FEET HIGH X 11 FEET WIDE	

PART 5 - FACILITY AREAS AVAILABLE FOR EVENT	ART HAUSER CENTRE	KINSMEN	DAVE G. STEUART
DRESSING ROOM #1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRESSING ROOM #2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRESSING ROOM #3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRESSING ROOM #4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRESSING ROOM #5	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
FIRST AID ROOM	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
REFEREE ROOM	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMALE CHANGEROOM	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MAIN LOBBY	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEETING ROOMS <ul style="list-style-type: none"> • TOURNAMENT ROOM • BOARD ROOM • MEETING ROOM • BANQUET HALL 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A N/A N/A	N/A
CENTRE ICE SCORECLOCK	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
OFF ICE OFFICIALS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SMALL SCORECLOCK	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PENALTY BOX SOUND SYSTEM	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PENALTY BOX MICROPHONE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEDIA BOX	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
SOUTH PARKING LOT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
WEST PARKING LOT	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
NORTH PARKING LOT	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
PMP SOUTH PARKING LOT	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A

PART 6 - FACILITY AMENITIES FOR EVENT	ART HAUSER CENTRE	KINSMEN	DAVE G. STEUART
AIR CONDITIONING: <ul style="list-style-type: none"> • ARENA • LOBBY • DRESSING ROOMS 	Yes Yes No	No Yes No	No No No
TABLES: # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
CHAIRS: # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RENTAL TABLES SUPPLIER:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RENTAL CHAIRS SUPPLIER:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TRI-HEIGHT STAGE	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
16 SECTION PORTABLE STAGE RENTAL	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
STAGE SUPPLIED BY GROUP SUPPLIER:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PODIUM	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RED CARPET RENTAL	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
BLUE BOARD COVERING	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
RUBBER MATTING	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RAMP CARPETS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
BARRICADES #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
CABLE COVERS #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
STANCHIONS # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
HOOK UP TO WATER	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
EXTRA GARBAGE CONTAINERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
EXTRA RECYCLE CONTAINERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
FORKLIFT WITH OPERATOR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SCISSOR LIFT WITH OPERATOR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
GATE ADMISSION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TICKET SALES BY PA RAIDERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
SPECIAL OCCASION PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SLGA LIQUOR LICENSE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
LICENSED EVENT SECURITY	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARENA TECHNICIAN REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ELECTRICIAN REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$5 MILLION LIABILITY INSURANCE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
WIFI SERVICE – SPECIFY AREA	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Responsibilities

- Purchase minimum \$5 million Liability Insurance with the City of Prince Albert listed as additional insured. Coverage should include Commercial General Liability, Third party Property Damage/Bodily Injury, Tenant’s legal Liability and Host Liquor Liability(if applicable)..
- Table & chair rental, delivery, set up and take down for arena floor surface, if required.
- All Production supply and install of equipment Coordination of Event Special Requirements – Concert – stage, lighting, loaders, riggers, piping and drapery, linens, security fencing/barriers, : Fighting Event – ring, lighting: Trade Show – curtains, tables, chairs.
- Event Promotion
- Ticket sales arranged with Prince Albert Raider Hockey Club – call 306-764-5348 and may include ticket takers and ushers
- If serving alcohol, obtain permission from City of Prince Albert and obtain all permits and alcohol. Prince Albert Raider Hockey Club has a Liquor Permit for facility and may run a bar for the event. To be coordinated with Business Manager – 306-764-5348.
- Obtain City of PA Business License and any other necessary Permit
- Hire licensed security for event, as per facility recommendation.
- Entandem submission, if applicable
- First Aid for on-site

Facility Responsibilities

- Arena Set up – i.e. glass removal, installation of flooring over ice, gates & board sections
- Facility Staff in facility during event set up, event and take down.
- Facility clean-up, includes garbage take-out, washrooms & bleachers.
- Concession Operation

_____ **APPLICANT NAME - PRINT**

X _____ **APPLICANT SIGNATURE**

_____ **DATE**

Office Use:

Rental Contract No. _____

Rental Cost: _____

Confirmation Sent: _____

Application Received: _____

Receipt: _____

Payment Received: _____

Insurance Received: _____

Contract Signed: _____

