



Community Services Division

REVISED: December 30, 2016

EFFECTIVE: February 15, 2017

EVENT APPLICATION PROCEDURE

EVENTS DEFINED AS: sporting events, trade fairs, tournaments, festivals, etc.

PURPOSE: The City of Swift Current recognizes the significant impact both economically and socially that events provide to the community. In order to ensure these events do not significantly impact other user groups and are efficiently scheduled, the following procedures will apply:

PROCEDURE:

- Step 1) Applications may be submitted anytime.
- Step 2) In order to take precedence over regular season scheduling, applications must be submitted by February 14th.
- Step 3) Upon confirmation of event by Community Services, a 25% deposit must be provided within seven days or the event will be cancelled. Please note: Based on the facility requested, a damage deposit may also be required.
- Step 4) Applicants have 90 days prior to their event to change the times of their rental or cancel it completely, with no penalty.
- Step 5) After 90 days and up until 7 business days of the event, the applicant is only able to cancel up to 10% of the rental. The applicant will be invoiced for anything cancelled over and above this 10%.
- Step 6) The City reserves the right to terminate the rental contract at any time for any reason and/or the City reserves the right to move the scheduled activity to another owned city facility.

All organizations regularly renting ice time at least once a week shall be permitted to hold one event per year. Based on facility availability, Swift Current Minor Hockey and Swift Current Skating Club will be permitted to host three events per year.

For all regular users, please refer to the Ice Allocation Policy or current user contracts.