



PARKS & GREEN SPACES SPECIAL EVENT APPLICATION

Please complete and return the following application form to the Community Services Division by **4:30pm on February 14, 2020**. Please specify each location you will need as well as the time and dates you require. **Please complete the entire form.**

Date: _____

Organization: _____

Contact person: _____

Address: _____

Postal Code: _____ Primary Phone: _____

Email: _____

Event Date(s): _____

Alternate Date(s): _____

Event Name: _____

Number of participants/teams: _____

MONTH: _____

DAY(S)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set-up Time							
Start Time							
End Time & Clean-up Time							

* Additional charges may be applied for set-up and clean-up time.

	Parks	Washrooms	Concession
	Saulteaux		N/A
	Highland		
	Riverside		
	Riverdene		N/A
	ACT		N/A
	Kinsmen		N/A
	Chinook Parkway		N/A

Washroom Hours: 9am-8pm; May long weekend to September long weekend

Note: If washrooms are required outside of these dates, a key will be required and can be signed out from the Community Services Division with a \$50.00 cash/cheque deposit.

If the event requires anything to be put into the ground (tent pegs, signage, aisle markers, etc.) locates are required. Please make arrangements prior to the event with Community Services (306-778-2787) to mark irrigation lines. Renters are required to contact Sask 1st Call for all other locates (1-866-828-4888).

	Soccer & Football	Washrooms	Concession
	Irwin	N/A	N/A
	Sundance	N/A	N/A
	Fairview	N/A	N/A
	Ashley Park	N/A	N/A
	Riverside		
	Highland: choose		
	• Highland Field		
	• Perry Field		
	• Half Field		

Please note: The City only rents out the soccer pitches and football fields. Should you require nets and lines, please contact Swift Current Soccer Association.

Ball Diamonds									
	Kinsmen								Riverdene
	Kiwanis								Fairview
	Ford								City Recreation Complex Diamonds:
	Sharon Hogg (19 th NE – N)				1	2	3	4	5
	Mosquitos (19 th NE – S)				6	7	8	9	10

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Facility Equipment Available (additional charges may apply):

Rectangle Tables	How many:	Chairs	How many:
Bleachers	How many:	Garbage Barrels	How many:
Picnic Tables	How many:	Power	

Will your event be utilizing a sound system or public address system? If so, please provide additional information on how this will be used (announcements, music, etc.).

Yes

No

Will your event include livestock or other animals in the park? If so, please provide more information.

Event Contact: _____

Primary Phone: _____ Email: _____

(Note: Event Contact is responsible for key pick up and return and for damage of equipment throughout the event.)

Comments:

This form must be returned to the City of Swift Current Community Services Division by **4:30 PM** on **February 14, 2020** to be considered for the 2020/2021 season. If you have any questions or concerns, please contact Community Services at 306-778-2787.

Forms can be mailed to: City of Swift Current
Community Services Division
PO Box 340
Swift Current, SK
S9H 3W1

Or faxed to: (306) 778-2194 – c/o Community Services Division
Or emailed to: communityservices@swiftcurrent.ca

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