



ARENAS SPECIAL EVENT APPLICATION

Please complete and return the following application form to the Community Services Division by **4:30pm on February 14, 2023** Please specify each facility 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: _____

Desired Rink(s): S3 West S3 East InnovationPlex

MONTH: _____

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

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

Facility Options (additional charges may apply):

Rectangle Tables	How many:	Oval Tables <small>(InnovationPlex)</small>	How many:
Chairs	How many:	Drapery <small>(InnovationPlex)</small>	How many feet:

Dressing Rooms S3 West S3 East InnovationPlex

(how many required)

Lobby (InnovationPlex and S3 East):

InnovationPlex S3 East

InnovationPlex:

(Separate rental forms & facility damage deposit required)

Board Room (12)	Conference Room (45)
Auditorium (200)	Lounge (150) <i>(April to September)</i>
Social Hall (330) <i>(April – September)</i>	Curling floor surface <i>(April to September)</i>

Event Contact: _____

Primary Phone: _____ Email: _____

(Note: Event Contact is responsible for damage of equipment throughout the event.)

Comments:

This form must be returned to the City of Swift Current Community Services Division by **4:30pm** on **February 14, 2023** to be considered for the 2023/2024 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