

April 22, 2024

Regular Season Ice Allocation – 2024-2025

**Pomeroy Sport Centre, Rinks and Oval Bookings
North Peace Arena, Rink Bookings**

Welcome to the Regular Season Ice Allocation Package! Requests will be accepted until May 3rd at **4:00pm**. Please email reservations@fortstjohn.ca to submit your requests.

We encourage new and emerging sport organizations to participate in our allocation process. We will do our best to accommodate new groups/organizations; however, we use the previous years' bookings as our starting point for allocation.

Please be advised, that non-profit organizations are required to have a society number in place for their organization to receive the subsidized rate – please review the Community Services Fees and Charges Bylaw 2460, 2019 here: **New Bylaw will be updated soon.**

<https://www.fortstjohn.ca/assets/Documents/Bylaws/Parks~Recreation/Community-Services-Fees-Charges-Bylaw.pdf>

New to the allocation process? Please email reservations@fortstjohn.ca to set up an appointment to discuss the future of your group/event/booking needs.

Sincerely,

Heidi & Cheryl
Allocations Clerks
reservations@fortstjohn.ca

2024-2025 Regular Season Ice Allocation Application

Package Due date: Completed package due on or before May 3, 2024 at 4:00pm

Allocation Period: PSC: anticipated date of August 18 to-mid March
NPA: October 1 to April 27

Allocation Meeting: May 28, 2024 @ 6:30 PM in the West Meeting Room of the PSC

IMPORTANT PACKAGE INFORMATION:

1. This is an application only. Bookings are not confirmed until a rental agreement is in place.
2. Each tournament and special events requires a separate application.
3. We are closed for ALL Statutory Holidays, and will not book User Groups during SD60 breaks unless requested.
4. Groups are welcome to submit requests in their own format; however, all requests must be submitted by the due date outlined above.

Organization Name & Society Number:	
Mailing Address:	
Billing Address:	

Full Name: _____

Signature: _____

Date: _____

2024-2025 Regular Season Ice Allocation

Contact Information

**Only those named below are approved to do business on behalf of the organization without written consent*

Organization Approved Scheduling Contact(s):

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Organization Approved Special Events Contact: *(if different than above)*

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Organization Approved Finance Contact: *(if different than above)*

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

2024-2025 Regular Season Ice Allocation

Complete the following form for reoccurring bookings. For complex bookings, please attach your request on a separate form.

Start Time & End Time :	the time you take the ice and leave the ice	Reoccurrence:	weekly, biweekly, monthly, etc
Start Date & End Date:	the date you would like to start / end your bookings	Location:	rink surface required *use "any" for flexible locations
		Booking Type:	indicate type of booking, hockey, figure skating, speed skating, broomball, etc

Day of week:	Start Time:	End Time:	Reoccurrence:	Location:	Booking Type:	Start Date: mm/dd/yy	End Date: mm/dd/yy
Monday(s):							
Tuesday(s):							
Wednesday(s):							
Thursday(s):							
Friday(s):							
Saturday(s):							
Sunday(s):							

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2024-2025 Regular Season Ice Allocation

Complete the following form for special bookings. A request form is for every Special Booking during the allocation period. Use a separate form for each request.

Due to the booking of public programming it is required to pre-book events a minimum of 4 months in advance. For complex bookings, please attach your request on a separate form.

Special Bookings: large tournaments, competitions, regional/provincial/national events, seminars, time trials, etc.

Special Booking/Event Information:

Event Title:		
Date(s):		
Time(s) and Location(s) of event:	Location(s):	Time(s):
Additional Requests:		

Event Questionnaire:

Question:	Yes	No	Unknown/ NA
Are your event dates somewhat flexible?			
Will you require additional spaces other than the rink surface and their amenities?			
Have you included additional spaces in your booking request?			
Is your event open to the public?			
Has your event been approved by any governing bodies (provincial/national bids)?			
Will you be serving alcohol at your event?			
Have you run your event in the past?			
Are you the same person who will be in charge of this event?			
Will your event disrupt public programming (to the best of your knowledge)			

