

Request for Waiving of Fees

For Not-For-Profit Organizations

Information on Organization

Organization Name	Applicant Name
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Which of the following best describes your organization?

- For-profit Organization
 Registered Non-profit Organization
 Other (please explain)

Registration #

Purpose of Request/Description of Event

Date	Time	to
Location	No. of People Expected	

Do you charge an admission fee? Yes No

If answer is "Yes", please describe

Contact Information

Name	Telephone (day)	Telephone (evening)
Address	Email Address	

Funding

Waived Fees Requested (Please check off & describe fees to be waived)

- Mobile Stage
 Portable Stage
 Amphitheatre
 Amphitheatre Cover
 Lights
 Picnic Shelter
 Street Sweeping
 Power Supply
 Water Supply
 Irrigation Locates
 Bleachers
 Snow Removal
 City Concession
 Pylons
 Grass Cutting
 Facility
 Signage
 Garbage Bins ____ Recycle Bins ____ Snow Fencing ____ Barricades ____ Meter Bagging ____

****Please state above the number of garbage, recycle, barricades, bagged meters and length of snow fencing required****

Please explain why waiving of fee(s) is required.

Does the organization currently receive any other funding from the City of Prince Albert or other sources? (funding, grants, sponsorships, etc)

- Yes No

If answer is "Yes", include amount and please describe

Has the organization already received a waiver within this calendar year? Yes No

If answer is "Yes" please see section 6.03 of the Waiving of Fees Policy

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Applicant Details

Does the organization owe the City of Prince Albert any amounts that are overdue? Yes No

If answer is "Yes", please list

REQUIRED: Please attach latest financial report/statements

Mail Completed Applications to:

City of Prince Albert, Attention: Community Services, 1084 Central Avenue, Prince Albert, SK S6V 7P3

Or Fax to: (306) 953-4915 Or email to: csd@citypa.com

Date of Application _____ Signature of Applicant _____

Note:

Applications are required for all requests for waiving fees. Applications will be reviewed by Community Services. The City will be in contact with you if any questions regarding the application arise. Applicant will be advised of City's decision in writing once a decision on the application has been made.

If approved, the applicant must complete the City's standard rental forms or apply for licenses and permits.

Application Checklist:

In addition to completing the waiving of fees application, please ensure the following has been completed and/or attached:

- Application has been completed in full
- Waiving of Fees Policy has been reviewed
- Latest audited financial report/statement has been attached
- Event Budget has been attached

Office Use Only

Meets Policy Does Not Meet Policy (state reason)

Details of Municipal Cost of Request

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Booking and related fees confirmed through Facility Booking?

Director of Community Services _____ Date _____