BEAUMONT

Recreational Facility Allocation Package

Please read and complete entire package prior to sending back to Facilities Bookings. Instructions on how to fill out the forms are listed below. If you have any questions, please contact administration at facility.bookings@beaumont.ab.ca

Instructions:

Organization Contact Information for Allocation of Recreational Facilities

1. **Organization Information**
    - List the name of your organization that you are applying for allocation, please include full name not abbreviations.
    - List the mailing address and postal code for the organization
    - Provide two contacts for your organization who will be the direct contact between City Administration and your organization
    - Is your Organization Non-Profit or Profit?
        - Non-Profit is an organization with a registered society or recognized community group
        - Profit, your organization looks to profit from the activity
2. **Organization Registrations**
    - 2027 Participants – state expected or current # of registrants for the upcoming allocation period.
    - 2026 Participants - state the past number of registrants for the same period last year.
    - Difference between years - subtract the expected participants from the previous 2026 season to see if there is an increase or decrease in the number of participations.
3. **In-season or Off-season**
    - In-season is considered when most games and practices occur
    - Off-season - is considered where most time is spent on development and practices building up to in season
4. **Local or Non-Local Participants**
    - State if your organization is local or non-local
        - Local users must have seventy percent (70%) or more of membership comprised of Beaumont citizens, or are within the Beaumont area
        - The City of Beaumont reserves the right to request membership lists
        - Calculated by the number of identified members defined as local divided by the total number of members
5. **Minor or Adult Organizations**
    - State if your organization is Minor or Adult
        - Seventy percent (70%) of the membership/participants are seventeen (17) years old or younger

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Allocation Request Form

Fill out the date in the top left corner that the form is submitted
Fill out the Organization Name and the Main Contact at the top of the sheet.
Fill out the Start Date and End Date for the needed times for the facility for each day of the week.

- **If you have various start and end dates that are different from most of the season, please fill out a separate form for that specific period. For example, dates for tryouts and preseason will be different from season use.**

Beside each location, please list as accurately as possible the times needed. Enter a Start Time and an End Time. Times can be broken up into different segments by spacing over.
If any further detailed information needs to be provided, please add it to the notes and comments section
Please complete the allocation form by initialing/signing the document, listing your role with the organization, user organization, and date.
Please submit on or before the deadline date to facility.bookings@beaumont.ab.ca

Tournament or Special Event Request

Please fill out a separate request for each special event.
Answer the following questions:

- **Event Name/ What Is It**
- **Event Dates**
- **Start and Ends Times for each day.**
- **Number of games per day.**
- **Number of Teams Participating**
- **All locations required. (Arenas, specific fields, lobby, warmup areas)**
- **Number of Tables and Chairs**
- **Other equipment needed (systems, trash cans, picnic tables)**
- **Additional questions regarding alcohol, vendors, and outdoor events. – Examples of vendor could include vendors selling merchandise, food trucks, or beer garden.**

Please complete the Tournament or Special Event form

- **Representative signature/initial**
- **Role in Organization**
- **User Group Name**
- **Date Completed**

Submission of forms:

Please submit all forms by the deadline for the facility and allocation period to:

Facility.bookings@beaumont.ab.ca

Organization Contact Information for Allocation of Recreational Facilities

1. Organization Information

Name of Organization:	
Address:	
Postal Code:	

Main Contact Name:	
Main Contact Email:	
Main Contact: Phone:	
Secondary Contact:	
Secondary Contact Email:	
Secondary Contact: Phone	

Organization Status: Non-profit or Profit	Select One

2. Organization Registrations

2027 Participants	
2026 Participants	
Difference between years	
Percentage increase or decrease	

3. In Season / Out of Season

In-season or Off -Season:	Select One

4. Local or Non-Local Participants

% Of identified members who are residents of Beaumont	

5. Minor or Adult Organization

Youth or Adult Focused Organization	Select One

Ball Diamond Allocation Request

Request Date:	**May 1 - Sept 30, 2027**	**Requests accepted between October 1, 2026 - 12:00am November 15, 2026- 11 pm**
Organization:	**Main Email:**	
List date range and all time requests below.		

Main Season

	Monday		Tuesday		Wednesday		Thursday		Friday	
Start Date										
End Date										
Location	**Start Time**	**EndTime**	**Start Time**	**EndTime**	**Start Time**	**EndTime**	**Start Time**	**EndTime**	**Start Time**	**EndTime**
FS #1										
FS #2										
FS #3										
WRP #1										
WRP #2										
WRP #3										
WRP #4										
WRP #5										
JE										
BM										
BV #1										
BV #2										
Milieu E										
Milieu W										

	Saturday		Sunday	
Start Date				
End Date				
Location	**Start Time**	**EndTime**	**Start Time**	**EndTime**
FS #1				
FS #2				
FS #3				
WRP #1				
WRP #2				
WRP #3				
WRP #4				
WRP #5				
JE				
BM				
BV #1				
BV #2				
Milieu E				
Milieu W				

Ball Diamond Abbreviations	
FS #1	Four Seasons #1
FS #2	Four Seasons #2
FS #3	Four Seasons #3
WRP #1	West Recreation Park #1
WRP #2	West Recreation Park #2
WRP #3	West Recreation Park #3
WRP #4	West Recreation Park #4
WRP #5	West Recreation Park #5
BM	Beau Meadow
JE	JE Lapointe
BV #1	Bellevue #1
BV #2	Bellevue #2
Milieu E	Milieu E
Milieu W	Milieu W

Special Notes or Comments

User Group Initials	***Position***
User Group Printed Name	***Date***

Diamond/Sports Field Tournament or Special Event Request

Submission Date:	**May 1- Sept 30, 2027**	**Requests accepted between October 1- November 15, 2026**

This form is part of your organizations application for the Allocation process for Diamonds and Sports Fields and doesn't replace submitting an request for any Special Permission through the Events Office. This form will be shared with Events Office awaiting your submission of the Special Permission Request Form. Please fill the form out to the best of your ability recognizing that planning and people may not be finalized. It is the responsibility of the tournament/event organizer to obtain all necessary approvals for their tournament/event.The tournament/event coordinator listed below is strongly encouraged to contact the City of Beaumont Community Events Office a minimum 4-6 weeks in advance. Contact information is listed below. User groups and CVO's may be required to provide registration numbers and residency percentage of their members. Requests for Tournaments/Special Events are to be submitted with the allocation request.

Only the Event Coordinator should contact/apply for any permits or permissions from the Events Office.

******Please submit separate forms for each event******

Organization:		**Main Email:**	
Tournament/Event Coordinator Information:			
Coordinator Name:			
Coordinator Phone #:			
Coordinator Email:			
Tournament/Event Name/Type:			
Tournament/Event Dates:			
Start Time/End Time/Per Day:			
Number of Games:			
Number of Teams/Participants:			
All Facilities Required: (Fields, Diamonds Rooms, Gym, FH, Lobbies, Etc.)			
Number of Tables:		**Number of Chairs:**	

Other Equipment/Services Requested: (Picnic tables, garbage cans etc.)	

***** Tables/chairs are subject to availability *****

Alcohol:	**Yes**	**No**	**Food Truck/BBQ/Serving Food**	**Yes**	**No**
Vendors:	**Yes**	**No**	**Tents/Vehicle Access/Temporary Structures**	**Yes**	**No**
Amplified Music:	**Yes**	**No**	**Raffles (e.g. 50/50 (needs AGLC Approval)**	**Yes**	**No**
Signage	**Yes**	**No**	**Other Field/Diamond Requirements**	**Yes**	**No**

If yes to any question, please contact Events at:

https://www.beaumont.ab.ca/570/Event-Hosting

events@beaumont.ab.ca

All groups are responsible for SOCAN and RESOUND fees for their activities.
All groups are required to provide liability insurance naming the City of Beaumont as an additional insured at the time the allocation request is made.
Rental fees will be approved annually by council according to the fees and charges bylaw.

The personal information collected is authorized under Section 4(c) and 5(1)(d) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to allocations and bookings of City amenities. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. **If you have questions about the collection or use of your personal information, please contact the** Access and **Privacy Officer at 780-929-8782**

User Group Signature ***Role***

User Group Printed Name ***Date***