



# FACILITY APPLICATION FORM

Please return application to:

Village of Kingston Office  
 671 Main Street, PO Box 254  
 Kingston, NS B0P 1R0  
 ph: (902) 765-2800  
 fax: (902) 765-0807  
 email: recreation@kingstonnovascotia.ca

Although you may book park space for event use, your event does not have exclusive use of the park. You may not fence off the park in a manner that prohibits access to trails or access through the park.

- Facility Requested:**
- Western Kings Arena\* (summer months)
  - Ravenwood Ball Field(s)\*
  - Stronach Park
  - Westwood Ball Field\*
  - Centennial Park

\* Rental Costs May Apply

Booking Information				
Name of Organization				
Mailing Address				
Main Contact Name		Home Phone #		Business Phone #
Email Address		Fax #		Cell Phone #
Alternate Contact Name		Home Phone #		Business Phone #
Alternate Email Address		Fax #		Cell Phone #
Event Name				
Type of Event				
Event Date(s)			Event Time(s)	For office use only
yyyy	mm	dd		Approved by
				Rental Cost
				HST
				Total
				Payment/Prepayment
				Reference
				Added to calendar (initial)

## Rental Costs

Western Kings Arena	\$42.61 + HST per hour \$375.00 + HST per day
Ball Field (per field)	\$10.43 + HST per hour \$80.00 + HST per day

## Terms of Use

The Village of Kingston strives to promote a positive experience for all participants. Facility users are expected to act in a safe, reasonable and respectful manner by adhering to the following expectations:

- Groups/Individuals are responsible for any damage to facilities
- Use of profane or inappropriate language is not permitted
- Garbage must be placed in receptacles provided
- Unauthorized sale or distribution of food or beverages is prohibited
- Unauthorized raffles or lotteries are not permitted at Village facilities
- Anyone under the influence of drugs or alcohol will be refused entry or removed from the premises
- Possession and/or consumption of alcohol is strictly prohibited

### Additional Arena Regulations

- All persons under the age of 18 participating in organized sport must wear a Canadian Standards Association approved helmet
- Western Kings Arena is a non-smoking facility
- Pets are not allowed on the premises
- ARENA ACCESS - access to the arena will be available at least 20 minutes prior to scheduled usage time. Users must vacate no later than 20 minutes after their allotted time.

The Village of Kingston is not liable for any personal injury, loss or damage to personal injury that may result from facility use.

Village staff may establish and enforce additional rules as deemed necessary. Violation of these rules may result in loss of facility privileges.

Event organizers are responsible for all cleaning up of the facility immediately following the event. Event organizers will be responsible for all costs incurred by the Village of Kingston (i.e. damage to turf, incomplete clean-up) as a result of the booking.

### Noise Levels

The Village of Kingston will work with organizers in ensuring that noise from the event does not intrude unreasonably upon residents living adjacent to the facility. Event organizers are responsible for monitoring the noise resulting from the presence of your event occurring in a public park.

The Village reserves the right to require that the event organizer and/or sound contractor reduce public address system sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, etc.)

## Contact Information

### Kingston Recreation Association

c/o The Village of Kingston  
ph: (902) 765-2800  
fax: (902) 765-0807  
email: recreation@kingstonnovascotia.ca

### After hours contacts

Glen Abriel, Recreation Coordinator  
(902) 844-0156

Greg Towne, Clerk/Treasurer  
(902) 844-2801

**I HAVE READ AND WILL COMPLY WITH ALL EVENT REQUIREMENTS.**

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Event Contact Signature

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Date