



Building 39 Gymnasium Application

Name of Function _____ Estimated # Guests _____

Date(s) _____

Time(s) _____

Event Type *(Fee Breakdown Page 3)*

☐ Private Event *(Fees Apply)* ☐ Visiting Groups *(Fees May Apply)* ☐ Mess/Base Function *(No Fees)*

User Information

Applicant Name: _____

Address: _____

Phone Number — Home: _____

Work: _____

Email: _____

Facility Usage

All events require a Gym Attendant

- ☐ Entire Facility – Gymnasium floor, stage and weight room
- ☐ Gymnasium Floor Only
- ☐ Weight Room

Technical Requirements

Tech equipment and all supplies (laptops, cords, speakers, webcams etc.) are the responsibility of the renter to bring for their use. Facility staff will make available basic cords and instructions for use of systems.

Equipment Usage

- ☐ Projector with Screen
- ☐ Overhead Audio
- ☐ No Equipment Required
- ☐ Other _____

Set Up Assistance *(book in advance)*

- ☐ CIS *(Mess/Base Function Only)*
- ☐ Facility Staff
- ☐ No Setup Required

Guest List *(Private & Visiting Unit Bookings Only)*

All guests over 18 must present a government-issued photo identification at the security gate upon entering the facility. Prior to the event, the guest list must be shared with facility staff for distribution to base security teams. By signing, you agree to issue this list at least 48-hours prior to your event. This includes individuals who are dropping children off for birthday parties.

Initials of Applicant: _____

Birthday Party Program

All birthday party services come with tables and chairs for your guests as well as on site access to a fridge and washrooms. 2-hour facility access, 30 min early access for set up and access to youth gym equipment: Hula Hoops, Hockey Sticks, Skipping Ropes, Agility Equipment, Balls & Nets.

Military bookings receive an extra hour to the booking.

Additional Items

Renters may bring in their own party items with in reason, notification during booking required.

- | | |
|--|--|
| ☐ Omnikin Ball - \$40.00 - Indoor only | ☐ Riverstone Balancing Stones - \$20.00 |
| ☐ Laser Tag - 8 Players - \$40.00 | ☐ Teeter Poppers - \$20.00 |
| ☐ Parachute - \$20.00 | ☐ Foam Blocks(12") - \$40.00 |
| ☐ Outdoor Slackline Set up - \$20.00 (free with Sport membership) – Weather dependant | ☐ Sporttime Split Donut - \$40.00 |
| ☐ Spike Ball - \$20.00 (free with Sport membership) | ☐ Fun Tube Tunnel - \$10.00 |

Team Sport Program

Team Sport Program Access with Gym Attendant.

Team Name: _____

Contact Name: _____ Phone Number _____

Email: _____

As the team contact,, I will be in attendance and assume responsibility for any damage to the Facility. Furthermore, I understand that I shall personally be held accountable for the conduct and actions of all guests, participants and those who might be spectating or dropping off. Facility must be returned to pre-rental condition after booking.

Signature of Contact: _____ Date: _____

Additional Needs:

List any additional needs you may have, additional fees may apply.

I have read and agree to the terms and conditions presented in this application.

As the Applicant I will be responsible for the full cost of the function. I will be the main point of contact for PSP Staff.

Confirmation must be made two (2) weeks prior to the event. Changes cannot be made after that point.

Applicant _____ Deputy Manager PSP _____

Fees and Conditions (PSP Office Use Only)

Invoices will be emailed to the applicant and are payable at the PSP Office upon receipt.

	☐ Private Booking	☐ Visiting Unit	☐ Mess or Base Function
Non-Refundable Deposit Administration and reservation fee.	☐ Birthday Party Program \$165 ☐ Team Sport Program \$110 ☐ Extra Hour \$50	Hourly rates apply	\$0
Cleaning Fee Cleaning fees are only applicable if the building or equipment is not returned to the original state. Fees are doubled should there be a necessity to clean any bodily fluids.	\$50 Equipment \$125 Outside of the Facility \$250 Indoor Facility		
Additional Items All programs come with tables and chairs for your guests as well as on site access to a fridge and washrooms. All items have additional fees attached	☐ Omnikin Ball - \$40.00 - Indoor only ☐ Laser Tag - 8 Players - \$40.00 ☐ Parachute - \$20.00 ☐ Outdoor Slackline Set up - \$20.00 (free with Sport membership) ☐ Spike Ball - \$20.00 (free with Sport membership) ☐ Riverstone Balancing Stones - \$20.00 ☐ Teeter Poppers - \$20.00 ☐ Foam Blocks(12") - \$40.00 ☐ Sporttime Split Donut - \$40.00 ☐ Fun Tube Tunnel - \$10.00		\$0
Total: _____			
Food Service	No kitchen or serving staff provided. All outside food can be stored in the fridge on site. Clean up of any food items by staff will fall under the Cleaning Fee section.		
Damages Are the responsibility of the renter.	All damages will be recovered at commercial rates.		
Taxes	Applicable Federal and Provincial Sales Tax will be added.		
Univers Rec Reference #			