



TOWN OF PINCHER CREEK ARENA BOOKINGS AND CANCELLATIONS

The best and fair allocation of facilities will be of primary concern.

1. Booking Procedures

1. All bookings for ice or building rental must be made through the Parks and Recreation Office. No activity will be allowed in the Arena without prior booking.
2. All ice time requests for the following week must be made to the Parks and Recreation Office by the preceding **FRIDAY, 12:00 NOON**. The schedules will be posted Friday at the Arena.
3. All cancellations or trading of ice times must be registered with the Parks & Recreation Office 48 hours in advance of the change.
 - a) For any cancellations – with less than 110 hours (five days) notice, one-half of the rental will be charged. With less than 72 hours (three days) notice the full rental will be charged.
 - b) Cancelled Ice Time – the Parks and Recreation Office reserves the right to book cancelled ice time to other user groups on a first come first serve basis. Refunds will not be given.
 - c) Any cancellations due to inclement weather will not be charged to the user group, pending approval by the recreation office.
4. The Parks and Recreation Office reserve the right to cancel or postpone any part of the schedule if deemed necessary.



TOWN OF PINCHER CREEK PARKS & RECREATION OFFICE

895 MainStreet (Box 159) Pincher Creek, AB T0K 1W0

Phone 403 627 4322

Fax 403 627 4784

rec@pinchercreek.ca

www.pinchercreek.ca



2. Allocation of Arena Ice

1. Youth activities shall have priority during the following times: 4:00 pm – 9:30 pm weekdays and 8:00 am – 6:00 pm on weekends).
2. League games shall have priority over practice times.
3. Public/Family opportunities shall be established and maintained in a regular time slot throughout the season as follows:
 - i) Weekdays
A minimum of two (2) Public/Family skating sessions will be included in the Monday to Friday schedule. Once established, the times may not be altered by any user request, except for Town sponsored programs or activities.
 - ii) Weekends
A minimum of one Public/Family Skating session will be included in the weekend schedule. Once established, the times may not be altered by any user request, except for Town sponsored programs or activities.

3. Assessment of Fees and Charges

The Prime Time rate will be applied during the following times:

Weekdays:	Monday to Thursday	4:00 pm – close
	Friday	1:00 pm – close
School closure days:		8:00 am – close

Stat Holidays

Stat holidays that the Arena will be open shall be determined at the beginning of each season by the Department.

When staff are scheduled to work a determined statutory holiday, prime time hours are in effect.



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When staff are not regularly scheduled to work a statutory holiday, however they are called in or requested to work in the Arena, special rates as determined by the Recreation Advisory Committee will be applied. Smoking is not allowed within five metres of a doorway, window or air intake

Rates shall be reviewed annually by the Recreation Advisory Committee and recommendations forwarded to the Town of Pincher Creek for approval.

4. Payment of Rental

1. For one-time bookings, payment can be made directly to the Arena Attendant or the Parks and Recreation Office. It must be received prior to the ice rental time, unless prior arrangements have been made with the Parks and Recreation Office.
2. For regular ice time users, statements will be prepared at the end of each month. 2% per month will be charged on overdue accounts.
3. If an account is more than three (3) months outstanding, access to the Arena will be denied.

Signature of User Group

Date



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