



# Application for Use of Space Eddie Mountain Memorial Arena

**Eddie Mountain Memorial Arena**

502 13th St Invermere BC V0A 1K0  
 Phone: 250-342-6712  
 Fax: 250-342-3583

| For Office Use Only                  |              |
|--------------------------------------|--------------|
| Application for Use of Space Status: | Approved by: |

Please email the completed application and to Colin Peet the Columbia Valley Recreation Services Superintendent at [cpeet@rdek.bc.ca](mailto:cpeet@rdek.bc.ca)

**Section 1 – Applicant Information**

|                                |  |                     |  |
|--------------------------------|--|---------------------|--|
| <b>Applicant Name:</b>         |  | <b>Date:</b>        |  |
| <b>Organization / Group:</b>   |  |                     |  |
| <b>Mailing Address:</b>        |  |                     |  |
| <b>City, Province:</b>         |  | <b>Postal Code:</b> |  |
| <b>Home Phone:</b>             |  | <b>Cell Phone:</b>  |  |
| <b>Work Phone:</b>             |  | <b>Email:</b>       |  |
| <b>Alternate Contact Name:</b> |  | <b>Home Phone:</b>  |  |
| <b>Cell Phone:</b>             |  | <b>Email:</b>       |  |

**Section 2 – Facility Booking**

Applicants may choose to book the space for a single event or for a repeated event such as a practice. If you are looking for weekly bookings please check “Yes” for “Is this a repeated event?” and indicate the first and last week you would like the space. If there are any changes or certain weeks that are not required please indicate so in the “Additional Dates or Specific Requests” field. Availability can be found on the Calendar:

<https://www.rdek.bc.ca/departments/environmentalservices/parksandrec/emma/>

**Facility :**  Ice Surface and Stands  Mezzanine  
 Dressing Rooms  Other

| Day of Week | Date | Start Time | End Time | Number of Participants/Spectators |
|-------------|------|------------|----------|-----------------------------------|
| Monday      |      |            |          |                                   |
| Tuesday     |      |            |          |                                   |
| Wednesday   |      |            |          |                                   |
| Thursday    |      |            |          |                                   |
| Friday      |      |            |          |                                   |
| Saturday    |      |            |          |                                   |
| Sunday      |      |            |          |                                   |

**Is this a repeated event?**  Yes  No

Example: Ice Skating Practice Wednesday and Thursday from 3 PM to 5 PM

|  |                    |  |
|--|--------------------|--|
| <b>If yes, indicate the first and last date of the repeated event.</b> | <b>Start Date</b>  |  |
|  | <b>End Date</b>    |  |
|  | <b>Total Weeks</b> |  |

**Additional Dates or Specific Requests:**

**Please note:** On the day of your event, if you have more people in attendance than originally noted you may run the risk of your application being cancelled. The user will inspect the facility immediately prior to use and will advise the facility manager of any hazards or areas of concern requiring maintenance. The Applicant understands and agrees that the ice rental may be cancelled at any time by the Regional District of East Kootenay and that in the event of such cancellation there will be no claim for any loss, damage or expense whatsoever. All cancellations must be made at least 7 days prior to cancellation for refund. There are no refunds for cancellation of ice rental.

**Section 3 – Event Information**

|  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| <b>Name of Event:</b>  |                              |                             |  |
| <b>Event Description:</b>  |                              |                             |  |
| <b>Will there be public advertising of any type for this event?</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| <b>If yes, describe:</b>   |                              |                             |  |
| <b>Will alcohol be onsite at the event?</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| <p><i>If yes, a Special Event Permit (issued by the BC Liquor Branch) is required for the event. You can apply for the Permit online. <a href="https://specialevents.bcladb.com/">https://specialevents.bcladb.com/</a></i></p> <p><i>Insurance is also required if Alcohol is onsite. See Section 4-Insurance for additional information.</i></p> |                              |                             |  |

|   |  |                              |                             |
|---|--|------------------------------|-----------------------------|
| <b>Will youth aged 17 and under be participating in the event?</b>                          |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>If yes, describe:</b>  |  |                              |                             |
| <b>Will First aid attendants be required for the event.</b>                                 |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Indicate the number and level of qualification:</b>                                      |  |                              |                             |
| <b>Will security be required for the event</b>  |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Describe the type and number of security to be present.</b>                              |  |                              |                             |
| <b>Will traffic control be required for the event?</b>                                      |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>If yes, describe.</b>  |  |                              |                             |
| <b>Describe any music or loud sounds that will/may be produced from the event/activity:</b> |  |                              |                             |

**Section 4 – Insurance**

Proof of Insurance (if required) must be provided to the Manager prior to the first use of the Facility. Users must hold a general liability insurance policy for a minimum of \$2,000,000 including bodily injury, property damage coverage, and where applicable, coverage for alcohol-related incidents and with the RDEK named as an additional insured. Failure to provide proof of insurance will result in cancellation of the Use of Space Application. The Regional District of East Kootenay must be indicated as Additional Insured.

Insurance can be purchased here: [www.eventpolicy.ca](http://www.eventpolicy.ca)

Rental Insurance can be purchased at any of your local brokers.

**Section 5 – Fees**

**Full payment for rental due prior to application approval. We accept cash, cheque or credit card.**

**Cost of Space Rentals can be found on our website at:**

<https://www.rdek.bc.ca/departments/environmentalservices/parksandrec/emma/>

| Space                                | Group | Rate | Hours | Total |
|--------------------------------------|-------|------|-------|-------|
|                                      |       |      |       |       |
|                                      |       |      |       |       |
|                                      |       |      |       |       |
|                                      |       |      |       |       |
|                                      |       |      |       |       |
| <b>Total Cost of Facility Rental</b> |       |      |       |       |

**Section 6 – Indemnification**

**ASSUMPTION OF RISK, RELEASE AND INDEMNITY – READ CAREFULLY BEFORE SIGNING**

By signing below I hereby certify that I am authorized to act on behalf of the above named organization or group and that I have read, understand, and agree to comply with all of the provisions of RDEK Bylaw No. 2928 – Eddie Mountain Memorial Arena Regulation and Fee Bylaw. I hereby make application for use of the Eddie Mountain Memorial Arena and represent that I and the above named organization or group will and do assume responsibility to supervise and be responsible for the proper and lawful conduct of individuals attending the event and for any violations as they may pertain to the Use of Space Application and use of the Eddie Mountain Memorial Arena. I and the above named organization or group accept all liability and hereby agree to indemnify, defend, and hold harmless the RDEK, its directors, officers, agents, and all employees and volunteers, from any and all claims, debts, demands, costs, expenses, damages, including but not limited to claims for bodily injury, personal injury, and/or property damage, in connection with the use of the Eddie Mountain Memorial Arena.

Personal Information contained on this form is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the Application form. For questions or additional information, contact the Regional District of East Kootenay, FOI Coordinator at 250-489-2791.

(If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)

**Signature of Applicant:**

**Date:**

Personal Information contained on this form is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the registration form. For questions or additional information, contact the Regional District of East Kootenay, FOI Coordinator at 250-489-2791.

**Section 7 – Office Use Only**

|   |                              |                             |  |                             |
|---|------------------------------|-----------------------------|--|-----------------------------|
| <b>Received By:</b>                           |                              | <b>Additional Comments:</b> |  |                             |
| <b>Date Received:</b>                         |                              |                             |  |                             |
| <b>Amount Received:</b>                       |                              |                             |  |                             |
| <b>Activity Requires Insurance</b>            | <input type="checkbox"/> Yes |                             |  | <input type="checkbox"/> No |
| <b>Is a Special Occasion License Required</b> | <input type="checkbox"/> Yes |                             |  | <input type="checkbox"/> No |
| <b>Group has their own Insurance*</b>         | <input type="checkbox"/> Yes |                             |  | <input type="checkbox"/> No |