



WEST CENTRAL EVENTS CENTRE

ICE REQUEST FORM

Town of Kindersley | 106 5th Ave East, Kindersley, SK | 306-463-1820 | recreation@kindersley.ca

IMPORTANT: No request is approved until written approval has been issued by the Recreation Coordinator.

REQUEST TYPE - CHECK ALL THAT APPLY

☐ Fall Ice September to March Due July 1	☐ Spring Ice April & May Due February 1	☐ Summer Ice August Due May 1
☐ Birthday Party One-time booking	☐ Private Use One-time/private booking	☐ Event / Camp Or other special ice request

FOR OFFICE USE ONLY

Request: _____	Date Received: _____
Date Approved: _____	Approved By: _____

COMMUNITY GROUP / REQUESTER INFORMATION

Please complete all applicable fields.

Organization / Team / Individual Name: _____	
Billing Address: _____	City: _____
Province: _____ Postal Code: _____	Telephone: _____
Main Contact: _____	Telephone: _____
Alternate Contact: _____	Telephone: _____
Email: _____	

REQUEST DETAILS

Event / Program / Team: _____	Requested Date(s): _____
Age Group: _____ Teams / Participants: _____	Dressing Rooms: _____ Other: _____

ICE TIME REQUESTS

For one-time bookings, complete the applicable day row and enter the requested date(s) above.

Day of Week	Number of Hours	Preferred Time of Day		Preferred Arena	
		1st Choice	2nd Choice	Co-op	Interpipeline
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Co-Ed / mixed-gender teams: Please inform the Recreation Coordinator so appropriate dressing room accommodation can be arranged.



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BOOKING & CANCELLATION POLICIES

BOOKING POLICIES

1. All ice and facility bookings must be made through the Recreation Office. No activity will be permitted within the WCEC without a confirmed booking.
2. All submitted ice requests are requests only until written approval is issued by the Recreation Coordinator. Organizations and individuals should not make final scheduling commitments based solely on a submitted request. All approvals shall be issued within 2 weeks of due date.
3. Ice allocations are based on facility availability, operational requirements, booking priorities, tournaments, special events, and the overall needs of the facility. Requested dates, times, and arenas are not guaranteed.
4. All trades, changes, or transfers of approved ice times must be reported to and confirmed by the Recreation Office.
5. The Recreation Office reserves the right to cancel, postpone, or adjust any portion of the schedule if deemed necessary due to facility operations, scheduling requirements, special events, or other circumstances.
6. All ice rentals will include an additional 15 minutes of floor time, which will be added to the final invoice.

CANCELLATION POLICIES

1. All cancellations must be reported directly to the Recreation Office.
 - Cancellations made with less than 120 hours (five days) notice will be subject to a charge of 50% of the rental fee.
 - Cancellations made with less than 72 hours (three days) notice will be charged the full rental fee.
 - Cancellations resulting from inclement weather will not be charged, pending approval by the Recreation Office.

FACILITY & SAFETY REMINDERS

The person or organization booking the facility is responsible for its participants, guests, visiting teams, coaches, families, and spectators while using the WCEC. Any damage to dressing rooms, equipment, or other facility areas may be charged to the booking party.

The WCEC is a multi-use facility. All users are expected to respect other groups using the building. Small children must always be supervised, and running, rough housing, or other unsafe behaviour will not be tolerated.

For ice safety, skaters and coaching staff must remain on the players' bench or in the hallway until the Zamboni has completely exited the ice surface and the gates have been closed.

Requests submitted outside regular business hours may not be accommodated; however, every reasonable effort will be made to assist with weather-related or other emergency situations.

Thank you for helping us maintain a safe, respectful, and well-organized facility for all users.

Shaelyn Atkinson

Recreation Coordinator