



WNSC Application Form – Event or Group Use

Application for an Event

Application for Group Use

Event Name: _____ Event Date: _____

Host Organization / Group Name: _____ Event Time: _____

Contact Person: _____ Role: _____

Telephone #: _____ Email: _____

Mailing Address: _____

Is this Group a Registered Charity or Society? If yes, # _____

All events hosted at Wapiti Nordic Ski Club are conditional on the following documents being received a minimum of **14 days** prior to the event date and acceptance of WNSC Terms of Use (see page 2):

- **Insurance certificate noting WNSC as an additional insured OR alternative insurance (see overleaf)**
- A map identifying which WNSC trails the event is seeking to use (*see map on Group Use web page*)
- If an event, an emergency management plan detailing how the Host Organization will coordinate and response to a medical, weather or other emergency (*see example on Group Use web page*)

Equipment Requested:

Access to Day Lodge*

Timing Clock

Access to Timing Tower (biathlon)*

BBQ – additional \$50 fee

Access to Timing Tower (beside lodge) V Boards # _____

Other: _____

- Access to Day Lodge is included in some group use / event options or can be added at an additional rate of \$200.00 (full day). Day Lodge rental is not available for weddings or other events that do not include access to the trails.
- Access to Timing Tower can be added at an additional rate of \$100.00 (full day).

Event Pricing:

- Upon receipt of this application, you will be contacted directly and provided with a personalized quote for use of the trails and any other WNSC amenities.

- WNSC Group Rates are dependent on which sector the Host Organization falls under, if a WNSC volunteer is required to be present, and may involve a flat rate, a price per person participating, or a combination of the two.

Liability:

- WNSC will advise what liability insurance coverage is required based on the nature of the event or group use. Formats may include either a blanket event certificate (see box on page 1), an individual waiver completed per person, or an automatic waiver built into the WNSC day pass.

Invoicing & Payment:

- Preferred method of invoicing: [] Mail [] Email
- Invoicing will be determined by the nature of the event or group use. WNSC will invoice the Host Organization either in advance of the event, build it into the event registration or invoice after the event based on numbers who participated.
- Payment term will be determined by the nature of the event or group use - either prepaid in advance of the event, built into the event registration or Net 30 days if invoiced after the event.

Terms of Use – Events at WNSC:

- The WNSC Executive retain the right to refuse any application that is not aligned with the best interests of the WNSC or its stewardship of the land.
- WNSC retains the right to charge the Host Organization for any damage to equipment or amenities.
- Unless the event is directly hosted by WNSC, the Host Organization is responsible for all event registration fees, event timing and results, volunteers and event marketing.
- Advance trail marking for events will be authorized on a case by case basis. Groups are responsible for providing their own marking tape and removing it completely within 24 hours of the event date.

I, _____ (print name) hereby agree to abide by the Terms of Use and other requirements as outlined in this Booking Application.

Signed: _____ Date: _____

Please complete and email this application form to: sharonbourree@gmail.com

Office Use Only:

- *Date Application received:* _____
- *Insurance Certification received on:* _____
- *Course Map received on:* _____
- *Emergency Plan received on:* _____
- *Tier _____ > Fee structure quoted =* _____
- *Invoiced on:* _____
- *Payment received on:* _____ *By:* _____
- *WNSC Rep / Champion for this event:* _____
- *Notes / Special Considerations:* _____