



## WNSC Application Form – Event or Group Use

Application for an Event OR  Application for Group Use

Externally Hosted OR  Internally hosted by WNSC

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 coverage** – see options overleaf
- **Event map** - identifying which WNSC trails the event is seeking to use (*see printable map on Group Use web page > OK to highlight which trails required using a marker*)
- **Emergency management plan** (if an event / not required for general group use) - 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 may be added at an additional rate of \$200.00 (full day) upon Board approval. 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. It may involve a flat rate, a price per person participating, or a combination of the two.

**Liability:**

- Please indicate what form of insurance coverage that your event / group will use:  
 **Liability included in WNSC Membership or Day Pass** (available for WNSC Internal events only; memberships and day passes automatically include liability waiver; Non Members must be charged the additional day pass fee + sign off on online waiver or hard copy)  
 **Specific event insurance naming WNSC as an additional insured**

**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 & Group Use 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 Executive retains the right to cancel the event or group use due to extreme weather or other safety concerns.
- WNSC will determine if applicant can operate OHVs on the trails or will provide WNSC operator + equipment for a fee.
- 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.
- All groups should refrain from advertising their event or group use until their application has been officially approved by the WNSC Executive.

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: [admin@wapitinordic.com](mailto:admin@wapitinordic.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:* \_\_\_\_\_

