

Prince George Conference & Civic Centre

Prince George Events Group

2024-2027 Annual User Application

Application Deadline: Friday October 13th, 2023

Please note the following:

1. This is an application only. Bookings are considered confirmed only upon the PG Events Group receiving three consecutive license agreements and deposits for each of the signed license agreements.
2. Space Allocation Guidelines will recognize the ability to generate economic impact to the community while balancing the needs of the users to maximize the capacity of the building. It will promote effective planning for space use by all users and individuals through the prioritization of use.
3. Prioritization for Annual User Allocations is based on the following Event Type:
 1. Conference/Conventions
 2. Special Events-with Food and Beverage
 3. Special Events without Food and Beverage
 4. Recreational Activities
4. Rate Definitions

Standard Rate is applied to all bookings at the Prince George Conference and Civic Centre. This includes all conferences, conventions, tradeshow and consumer shows.

Discount rate may be available to any Prince George based non-profit group with the primary purpose of community service, where the local community is the beneficiary. Organizations are not eligible for this rate when hosting conferences, conventions and/or tradeshow and consumer shows.
5. All applications received after the deadline will be considered late and may not receive space allocation.

Organization Name: _____

Primary Contact: _____

Mailing Address: _____

Address

City

Province

Postal Code

Contact Info: (Day) _____ (Cell) _____

(Email) _____

Not for Profit Charitable Number (if applicable): _____

Event Details:

Event Name: _____ Number of Delegates: _____

Event Type

- Convention/Conference**
Includes events where there is an assemblage of delegates, representatives and members of an organization convened for a common purpose. These events normally include the word 'conference', 'convention' or 'symposium' in their title and are generally more than one day in length. These events often generate economic benefit to the community because they include delegates from out of town that require accommodations and meals.

- Trade Show**
Exhibits of products and services that is not open to the public. An exhibition of products and/or services held for members of a common or related industry.

- Consumer Show**
Exhibitions open to the public usually requiring an entrance fee.

- Special Event**
Includes events such as concerts and entertainment shows, banquets, religious assemblies, ceremonies, dances, seminars, carnivals, fundraising events, spectator events and/or western Canadian and national sporting events.

Additional Information:

Please answer the questions below:

Is the host company or organization based in Prince George?	No	Yes
Is the company a registered not-for-profit organization or charity?	No	Yes
Is this a fundraising event?		
Is your event open to the public?	No	Yes
If yes, will attendees be charged an entrance fee?	No	Yes
Will your event be using the Canada Games Plaza?	No	Yes
Will you require food and/or beverage services?	No	Yes
Will you require any AV or special equipment rentals?	No	Yes
If yes, please provide details: _____		

