



FACILITY RENTAL REQUEST

If your event is open to the general public and requires special permissions (see 1.), complete and submit a Public Event Application instead. If unsure, call 905-873-2601 x 2269 or visit www.haltonhills.ca/events/publicEvents.php.

Contact Person: _____	Office Use Only
Organization/Company Name: _____ (if applicable)	Permit No.: _____
Address: _____	Postal Code: _____
Bus. Tel: _____	Home Tel: _____
Email : _____	Fax : _____
No. of Participants: Youth _____ Adult _____	
No. of Teams: Youth _____ Adult _____	
No. of Spectators: _____	

Please specify nature of use for all dates/times (i.e. Game, Performance, Practice, Picnic, Fall Fair, etc)

Complex (e.g. SportsPlex)	Facility (e.g. gym, ice)	Day of Week	Start Date	End Date	Start Time	End Time	Nature of Use*

*The Town reserves the right to determine whether the intended use is appropriate for the facility.

Excluding the following dates: _____

1. Special Permission is required for the following.** Please check if applicable to your event.

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Serving Food | <input type="checkbox"/> Serving Alcohol | <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Set up Required | <input type="checkbox"/> Sound System | <input type="checkbox"/> Licensed Vendor | |

2. Additional requirements/equipment:** All equipment is not available at all facilities

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Goalie Boards | <input type="checkbox"/> Nets | <input type="checkbox"/> Pylons | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Volleyball
Standards | <input type="checkbox"/> Nets to be
Pegged | <input type="checkbox"/> Basketball Nets
Lowered | <input type="checkbox"/> Time Clock |

3. Copy of Insurance Policy Attached: Yes No

**May be subject to additional approvals, licenses, permits and fees.

Please mail, fax or drop this form to any Town facility to the attention of: Recreation & Parks Facility Request.
 Email to rentals@haltonhills.ca. Additional forms available online at www.haltonhills.ca.

Please note: **This is not a Permit. It is a Request only.** For most occasional bookings, you will be notified within 5 business days about the availability of your request with the exception of seasonal requests. Please see reverse Booking Procedures for Community use of Facilities.

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended. The information is used for the purpose of processing a facility request. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at foi@haltonhills.ca.



Booking Procedures for Community Use of Facilities

1. Facility requests will be processed in relationship to the availability of facilities at the time they are received by Recreation & Parks. Where more than one request for the same facility is received, requests will be processed with due regard to the following priority ranking: Organization + Activity = Priority

Organization	Activity
1. Town operated programs and activities	i) games
2. Registered Minor Organizations	community special events
3. Junior Sports Programs (competitive)	
4. Registered Adult Organizations	ii) practices
5. Registered Community Organizations	
6. Previous Years User	iii) tournaments/events
7. Local Residents	
8. Local District School Boards	iv) new requests
9. For Profit/Commercial	
10. Non-Local Residents	
2. The Town would like all organizations requesting services and/or facilities to select one representative to act as the Town contact person.
3. Once the request is processed, you will be notified by Recreation & Parks.
4. The Renter must be the legal age of 18 years or older, provide a "Certificate of Insurance" and arrange appropriate insurance coverage (\$2 million liability and Town and the appropriate school board where applicable named as "Additional Insured"). Insurance may be available through the Town.
5. The Renter to provide proof of SOP (Special Occasion Permit) for any event that will include alcohol in a permitted hall, meeting room or park.
6. All payments for use of Recreation and Parks facilities and services are required in advance of use.
7. For all occasional/one time or commercial bookings a minimum 25%, non-refundable, deposit of the rental fee is to be paid at the time of booking with the remaining 75% to be paid fourteen (14) business days prior to use of facility. Facility Permits will be issued upon payment and must be signed prior to use.
8. A damage deposit may be requested at the discretion of the Scheduler or Facility Supervisor.
9. **Seasonal Rentals.** A payment plan may be negotiated with the Town.
10. An interest fee of 1.25% is charged per month after 30 days on overdue balances.
11. The facility use permit is not transferable to any other individual or organization without written permission of Recreation and Parks.

Changes to Rentals

Recreation and Parks must be notified in writing of any changes to rentals at least fourteen (14) days in advance. No administration fee will be levied for adding additional dates/times or transferring to other dates/times. However, an administration fee may be charged for making excessive changes.

Cancellation of Rentals

Recreation and Parks must be notified in writing of cancellations to rentals three (3) hours or less at least fourteen (14) business days in advance. For rentals more than 3 hours, thirty (30) business days written advance notice is required. A refund, less any non-refundable deposits or administration fees charged, will be given. No refunds will be issued for cancellations made past the required notification deadlines.

Town of Halton Hills Recreation and Parks reserve the right to cancel a rental should there be a breach of the rental conditions or regulations, or should the Department determine that the premises are not being used for the intended purpose.

Inclement Weather

It is the responsibility of the Renter to contact the Facility Supervisor/Permit Coordinator regarding cancellations due to inclement weather/facility closures. Please refer to the "Outdoor Sport Facility Rainout Policy" and "Inclement Weather Policy".