



PARKS AND RECREATION DEPARTMENT

Facility Rental Agreement

Facility Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Est. Attendance: \_\_\_\_\_

Average Age: \_\_\_\_\_

Pool Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Lounge Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Arena Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Warm Room Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Ball Diamonds Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Diamond # \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

OTHER ARRANGEMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RULES & REGULATIONS GOVERNING USE OF TOWN FACILITIES

- 1. All users agree to abide by the Town of Nanton Facilities Use Policy attached here.
2. Any activities or special arrangements not specifically authorized on this agreement are prohibited
3. No vending or sales of any kind are permitted without prior approval
4. The user shall leave the facility in a clean and orderly fashion.
5. No equipment shall be removed from the premises.
6. The user group shall agree to have at least one supervisor/ security for every 250 people in attendance.
7. The user shall accept full responsibility for the conduct of those in attendance at the facility.
8. No decorations shall be displayed or installed which shall damage or deface the building or grounds.
9. Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
10. A copy of this agreement must be in possession of the applicant during facility use.
11. No artificially enhanced or amplified sound systems are permitted without prior approval.
12. The user is required to ensure that all municipal, provincial, and federal regulations are abided by and licensing is obtained; including but not limited to the use/sale of alcoholic beverages and or the use/sale of food.
13. Any camping or sleeping overnight in Town parks or facilities is prohibited.
14. All large items (bounce house, dunk tank, climbing wall etc.) are prohibited without authorization

CONDITIONS:

Initial:

- Name and date(s) of events being covered.
 All fees are due at time of booking, unless other arrangements are agreed upon
 GENERAL LIABILITY: Policy showing limits of \$2,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
 GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.



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PRODUCTS LIABILITY INSURANCE ENDORCEMENT: (Food or beverage sold or given away).

**CANCELLATION POLICY:**

1. A booking is considered tentative unless this agreement is completed in full with supporting documents, and payment is received. Tentative bookings will be held for fourteen (14) calendar days.
2. Cancellation must be provided in writing or by email or by letter seven (7) calendar days prior to the rental.
3. If cancellation is received with less than seven (7) calendar days there will be no refund or credit unless the facility can be rented to another user.

**FEES:**

		\$	
		\$	
		\$	
SUB TOTAL		\$	
GST		\$	
TOTAL		\$	

**IMPORTANT: READ BEFORE SIGNING**

The applicant is an authorized agent of the group entering into this agreement. The applicant (and his/her organization) making this agreement understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Town of Nanton. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the Town of Nanton, the Town of Nanton Recreation & Parks Department and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.

I certify that I have read and agree to abide by the rules and regulations which appear above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* All reservations subject to approval by the Manager of Parks and Recreation (or authorized designate)**