



THE CORPORATION OF THE TOWNSHIP OF SEVERN

1024 Hurlwood Lane, Orillia, Ontario
Telephone 705-325-2315 Fax 705-327-5818 www.townshipofsevern.com

FACILITY USE PERMIT - COLDWATER & DISTRICT COMMUNITY CENTRE

FACILITY USE: [] Ice Surface TODAY'S DATE: _____
[] Hall [] Arena Floor
[] Kitchen [] Other

PURPOSE: _____

USER GROUP: _____ CONTACT NAME _____
ADDRESS: _____ POSTAL CODE _____
TELEPHONE: (Home): _____ (Cell): _____
Email Address: _____

Table with columns: DAYS / DATES OF USAGE, START TIME, END TIME, # of Hours, # of Days, Cost per Hour, Insurance, Sub-Total, Apply. Taxes (HST, PST), TOTAL. Includes a row for Exclusion Dates.

Proof of Insurance [] \$2 Million Total Payable (Including Taxes)

Comments /Instructions/Equipment Required/Other Inclusions:

PAYMENT METHOD: Payment Received [] Cash [] Cheque [] Debit []
Amount:\$ _____ Security Deposit:\$ _____ Staff Initials: _____

Please make cheques payable to the Township of Severn.

The undersigned agrees to indemnify the Corporation of the Township of Severn of all claims arising in relation to the Permit Holder's usage of the facilities provided such claims are not caused by the negligence of the Township of Severn.

The undersigned further agrees to be bound by this permit and the Terms and Conditions contained herein and attached hereto, and hereby warrants and executes this permit on behalf of the user group and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

The Township of Severn hereby grants permission to use the facilities as outlined, subject to the terms and conditions of this Agreement contained herein and attached hereto, all of which form part of this Agreement.

DATED: _____ DATED: _____

Signature of Permit Holder

Signature of Township Designated Issuer

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par.28 and will be used to book the facility. Inquiries may be directed to 705-325-2315 #253.

**FACILITY USE PERMIT - COLDWATER & DISTRICT COMMUNITY CENTRE
TERMS & CONDITIONS**

Note: Please read the following carefully. By signing the Facility Use Permit - Coldwater & District Community Centre you acknowledge, understand and agree to the following:

1. The issuance of a Rental Agreement is entirely at the discretion of the Township of Severn. The Township reserves the right to cancel any Agreement temporarily or permanently.
2. The facility(s) named on this Agreement is to be used on the date(s) and time(s) specified and only for the purpose(s) named. The Agreement is not valid unless signed by the applicant and approved by the Township.
3. This Agreement is not transferable without the express written consent of the Township.
4. **Cancellation Policy - to cancel this agreement written notification must be received by the Township of Severn not less than 14 days prior to the date of the event stated on the agreement or full rental payment is required.**
5. The Township of Severn will not be responsible for personal injury or for the loss or theft of clothing/equipment of the applicant/organization, or anyone attending on the invitation of the applicant/organization.
6. **Smoking is prohibited in the Coldwater & District Community Centre. The Agreement Holder will be responsible to ensure that the Township By-Law is adhered to by all participants.**
7. The maximum attendance at any facility shall be governed by Fire Regulations or Department of Health. All exits must be kept free from obstruction at all times.
8. The Agreement Holder is responsible;
 - (a) To indemnify and save harmless the Township of Severn from all claims, unless arising out of the negligence of the Township of Severn, its employees or agents as decided by a Court of Law, and upon request will submit to the Township written confirmation of liability insurance coverage naming the Township of Severn as an additional insured in a form and amount satisfactory to the Township;
 - (b) To pay all damages to the facilities and/or furnishings arising from the use of same as granted by this agreement;
 - (c) To pay appropriate fees for staff assistance including maintenance, bartenders etc;
 - (d) to comply with all Federal Laws, Provincial Laws, and Municipal By-Laws and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages;
 - (e) For the conduct and supervision of all persons admitted to the permitted facilities and shall see that all regulations contained in this agreement are strictly enforced;
 - (f) To ensure that all persons admitted to the function have vacated the permitted facilities and that all privately-owned property and personal effects have been removed by the time specified on the Agreement
9. Admission of animals to the facility is prohibited unless approved by the Township of Severn.
10. The person signing the agreement must be a person authorized by the organization to do so and such persons, when requested, shall produce for inspection such authorization in writing. The person signing the agreement shall, when requested, agree to personally guarantee payment of any rental fees that are due to the Township.

I DECLARE THAT I HAVE READ, UNDERSTOOD AND SHALL OBSERVE THE RULES AND REGULATIONS STATED ON THIS RENTAL AGREEMENT.

SIGNATURE OF PERSON IN CHARGE

TOWNSHIP OF SEVERN

Date _____

Date Approved _____