

SITE:

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Irene Mast, Clerical Assistant Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4214 or 4262 masti@cambridge.ca www.cambridge.ca	Due Date: January 30 (annually)	Cost:
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OVERVIEW:

- Each special event committee is free to book any of the following facilities for their special events, fundraisers or meetings.
 - Soccer fields & Baseball Diamonds
 - Parks
 - Facilities and halls
 - Showmobile
 - Cambridge Arts Theatre

EXTRA INFORMATION:

Alcohol on City of Cambridge Property:

- The sale or consumption of alcohol is strictly forbidden on or in any City of Cambridge facilities or lands except under the restrictions of a Special Occasions Permit issued by the AGCO. Please refer to Section 10 – Alcohol for more information regarding Special Occasion Permits.

Charges:

- Under normal conditions, your special event committee will not be charged for the use of City of Cambridge facilities or lands. However, the cost of extra labour, materials and/or supplies by Community Services Department staff may have to be negotiated. Any fees owing to the Corporation of the City of Cambridge shall bear interest at the rate of 2% per month (26.85% per annum)

Cancellations:

- You must provide the City of Cambridge with at least one weeks notice for a special event cancellation and two weeks notice for a tournament cancellation. Cancellations not received within this time will result in a 100% charge of the fee, including light charges. Please refer to the appendix of this section for a Field Cancellation Form.
- Your contract may be cancelled by the Community Services Department at any time without notice for the misuse of the facility or misuse of this agreement. In this case, all debts will be due immediately. On occasion, contracts may be cancelled in order to provide maintenance to the facility.

SITE CONTACT INFORMATION

For more details and information on booking each location, please look at the following pages.

Contact Information:	Due Date:	Cost:
Field Bookings: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department Attn: Irene Mast, Clerical Assistant 519.740.4681 ext.4214 @cambridge.ca 		
Park Booking: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department Attn: Irene Mast, Clerical Assistant 519.740.4681 ext. 4214 @cambridge.ca 	January 30 (annually)	
Hall/Facility Booking: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department Attn: Susie Melo, Arenas/Halls Clerk and Susan Lowden, Arenas/Halls Clerk 519.740.4681 ext. 4625 or 4205 melos@city.cambridge.on.ca lowdens@cambridge.ca 	Day of the event	
Showmobile Booking: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department Attn: Irene Mast, Clerical Assistant 519.740.4681 ext. 4214 @cambridge.ca 	January 30	\$579.60 for Community Members \$808.50 for out-of-town rental
School Booking: <ul style="list-style-type: none"> ▪ Waterloo Region District Schools 519.570.0003 519.742.1364 For the Waterloo Catholic District Schools, contact the individual school directly. 		
Toyota Auditorium Booking: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Attn: Ada Marshall, Facility Clerk 519.740.4681 ext. 4346 or 519.622.9676 marshalla@cambridge.ca 	50% deposit is to be put down within 2 weeks of booking room and the remainder to be paid in full 2 weeks before the rental date	\$30+GST/hour regular hour + \$15/hour after regular hours of operation
Centre for the Arts Booking: <ul style="list-style-type: none"> ▪ City of Cambridge Community Services 519.622.9676 		

<p>Keys (page 16):</p> <ul style="list-style-type: none"> ▪ City of Cambridge Community Services Department <p>Park Keys: Attn: Irene Mast, Clerical Assistant 519.740.4681 ext. 4214 @cambridge.ca</p> <p>Arena Keys: Attn: Susie Melo, Arenas/Halls Clerk and Susan Lowden, Arenas/Halls Clerk 519.740.4681 ext. 4202 or 4205 melos@cambridge.ca lowdens@cambridge.ca</p>	<p>Two days prior to the event</p>	<p>\$10 deposit for each key</p>
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BOOKING A FACILITY/HALL RENTALS:

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Susie Melo or Susan Lowden, Arena/Halls Clerks Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4625/ext. 4205 melos@cambridge.ca lowdens@cambridge.ca www.cambridge.ca	Due Date:	Cost:
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OVERVIEW:

- Your special event committee is welcome to book any of the facilities or halls listed under *Extra Information* of this section.

YOUR RESPONSIBILITY:

- Follow the proper steps to booking a facility or hall
- Leave the facility as you found it
- Abide by certain terms and conditions given to you by the City of Cambridge. For a copy of these terms and conditions, please refer to the appendix of this section.

STEPS TO BOOKING A FACILITY/HALL:

1. Contact the Arena/Hall Clerk at the City of Cambridge to book the facility/hall for your special event. Be prepared to provide the following details of your event:
 - Name/Title of your event
 - Reason for your special event
 - Date and Time
 - Location
 - Estimated Attendance and if there is an admission fee
 - Contact Information
 - Schedule of Event Activities

Sign and return the booking contract to the City of Cambridge for confirmation of your booking request.

EXTRA INFORMATION:

Available Facilities/Halls:

Facilities	Capacity	Description
Galt Arena Gardens 98 Shade St. 519.740.4681 ext. 4522	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,000 Meeting Room - 20 ▪ Servery - 100 	<ul style="list-style-type: none"> ▪ 10 tables ▪ 100 chairs ▪ sink, microwave, cooler
Dickson Centre 30 Parkhill Rd. W. 519.740.4681 ext. 4529	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,000 Meeting Room - 40 	
Duncan McIntosh Centre 200 Christopher Dr. 519.740.4681 ext. 4525	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,000 	
Preston Auditorium 1458 Hamilton St 519.740.4681 ext. 4674.	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,000 ▪ Hall - 175 ▪ Boardroom - 40 	<ul style="list-style-type: none"> ▪ 2 Wheelchair entrances ▪ Coat check ▪ Dance lights (red & blue) ▪ 1 small cooler & 1 big cooler ▪ Refrigerator ▪ Stove ▪ Portable bar ▪ Permanent stage ▪ 175 chairs ▪ 29 tables (6' rectangular)
Karl Homuth Arena 1407 Hamilton St. 519.740.4681 ext. 4675	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,000 	
Hespeler Memorial Arena 640 Ellis Rd. W. 519.740.4681 ext. 4605	<ul style="list-style-type: none"> ▪ Ice Surface Floor - 1,305 ▪ Hall - 350 ▪ Meeting Room - 40 ▪ Optimist Room - 50 	<ul style="list-style-type: none"> ▪ Wheelchair entrance ▪ Coat Check ▪ Dance lights ▪ Kitchen & Bar-refrigerator ▪ 2 stoves ▪ 2 beer coolers ▪ Permanent stage ▪ 350 chairs ▪ 65 tables (6' rectangular) ▪ 32 round tables (\$5/table GST included)-payable to: Hespeler Optimist Club. Must be paid prior to event.
W. G. Johnson Centre 31 Kribs St. 519.654.9001 519.740.4681 ext.4468	<ul style="list-style-type: none"> ▪ Full gym - 280 	<ul style="list-style-type: none"> ▪ Wheelchair entrance ▪ Refrigerator ▪ Stove
Forbes Room 11 Tannery Street 519.740.4681 ext. 4468	<ul style="list-style-type: none"> ▪ Meeting Room - 20 	
Hespeler Town Centre Council Chambers	<ul style="list-style-type: none"> ▪ Activities Room - 90 	

<p>11 Tannery Street 519.654.9001</p>		
<p>G.E. Ted Wake Lounge 31 Kribs St. 519.740.4629</p>	<ul style="list-style-type: none"> ▪ Activities Room - 90 	
<p>David Durward Centre 62 Dickson Street 519.740.4630</p>	<ul style="list-style-type: none"> ▪ Board Room - 20 ▪ 2nd Floor Activity Room – 100 ▪ Dining Room - 70 	<ul style="list-style-type: none"> ▪ Wheelchair entrance ▪ Elevator
<p>Cambridge Centre for the Arts 45 Thorne Street 519.622.9676</p>	<ul style="list-style-type: none"> ▪ Toyota Auditorium - 250 ▪ Multi-purpose Room - 200 ▪ Donaldson Room - 25 ▪ Amphitheatre - 20 ▪ Program Studio - 25 	<ul style="list-style-type: none"> ▪ Wheelchair entrance, elevator
<p>Allan Reuter Centre 507 King Street E. 519.653.9281</p>	<ul style="list-style-type: none"> ▪ Dining Room - 40 ▪ 2nd Floor Activity Room - 70 ▪ Meeting Room - 20 	<ul style="list-style-type: none"> ▪ Wheelchair entrance ▪ Elevator

BOOKING A SCHOOL:

Contact Information:	Due Date:	Cost:
<ul style="list-style-type: none">▪ For a Waterloo Region District School contact: Ph: 519-570-0003 Fax: 519-742-1364 http://www.wrdsb.on.ca/▪ For a Waterloo Catholic District School contact the individual school directly.		

OVERVIEW:

The City of Cambridge does not book any of the Cambridge school facilities. To book a school facility, contact the Waterloo Region District School or the Waterloo Catholic School (see above).

BOOKING CENTRE FOR THE ARTS

Contact Information: <ul style="list-style-type: none">▪ Cambridge Centre for the Arts 60 Dickson Street Cambridge, Ontario N1R 8N1 Ph: 519.740.4681 ext. 4376 Fax: 519.624.0379 http://www.cambridgecentreforthearts.ca/	Due Date:	Cost:
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OVERVIEW:

- The City of Cambridge acknowledges the importance of arts groups and their ability to access affordable space in facilities.
- The City of Cambridge will provide 10 free days of use, per calendar year, to those non-profit arts based organizations wishing to use the Cambridge Centre for the Arts.

YOUR RESPONSIBILITY:

- Follow the proper steps to requesting the Centre for the Arts
- Cover the costs of all the fee if any prior to your special event

STEPS TO BOOKING THE AUDITORIUM:

1. All requests are to be made in writing to the Area Recreation Manager and are subject to facility availability (all regular programming will take priority). If a charge is to be levied for the event, a clear indication must be noted as to how the funds will be dispersed
2. The applicant must be responsible for prior payment of a deposit, which will be used to offset the fees required to staff the facility while in use. The Cambridge Centre for the Arts will be responsible for providing the appropriate labour that it deems necessary for the efficient and safe use of the facility
3. The individual signing the agreement on behalf of the applicant must be present during the actual usage of same
4. The applicant understands and agrees that the Community Services Department may revoke or cancel the permit at any time, with cause, and in the event of such revocation or cancellation there would be no claim or right to damages whatsoever

CRITERIA

1. The definition of “facility booking” will mean up to one days usage of any part of the facility
2. Space will be made available to non profit arts based organizations or groups residing in the City of Cambridge and its reason for requesting the use of the Cambridge Centre for the Arts must be compatible with the nature of the facility such as a public arts event (e.g. performance)
3. Facility rental costs will be waived to qualifying applicants
4. Applicants will be responsible for paying any staffing and out of pocket costs incurred by the City of Cambridge (e.g. room set up, clean up)
5. Any promotion or advertising related to an event under the “free” use agreement through the City of Cambridge must identify that the City of Cambridge and the Cambridge Centre for the Arts are co-sponsors (e.g. “in co-operation with”)
6. The applicant is entirely responsible for the event, and no liability will be assumed by the City of Cambridge for that applicants usage
7. The applicant is responsible for having adequate insurance to cover their event
8. No one applicant may have more than 2 bookings in any given calendar year. The granting of such use does not automatically guarantee the same privilege in subsequent years

BOOKING TOYOTA AUDITORIUM

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Ada Marshall, Facility Clerk Community Services Department Toyota Auditorium 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4346 or 519.622.9676 marshalla@cambridge.ca www.cambridge.ca	Due Date: Full payment must be made 2 weeks prior to the event	Cost: \$30+GST/hour regular hour + \$15/hour after regular hours of operation (prices effective: March 1, 2007)
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OVERVIEW:

- The Toyota Auditorium is a 200 - theatre style, or 160 sit-down - event required tables and chairs. They also have a portable stage that can also be rented.
- There is a \$55 set up/take down - if a person would like the room set up for them
- Various audiovisual items that can also be rented for a nominal fee.

YOUR RESPONSIBILITY:

- Follow the proper steps to requesting the Toyota Auditorium
- Cover the costs of all the fee prior to your special event

STEPS TO BOOKING THE AUDITORIUM:

1. Prior to your event, contact the Community Services at the Centre for the Arts to determine if there is a mutually suitable date. Note: Programming takes top priority.
2. Once a date has been agreed upon, a rental contract is created. This will act as your invoice
3. A 50% deposit is to be put down within 2 weeks of booking the auditorium and the remainder to be paid in full 2 weeks before the rental date.
4. When payment is sent and/or made a signed copy of the rental contract is required.

EXTRA INFORMATION:

There are 3 items that are needed and must be presented 2 weeks before the event if alcohol is to be served.

1. Copy of liquor license
2. Copy of SmartServe certificate
3. A Copy of insurance for \$2,000,000.00 naming the City of Cambridge as 'additional insured' on the policy. It also must reference a "Host Liquor Endorsement". It must state the date and the location of the event.

(Please refer to section 10)

FIELD BOOKINGS:

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Irene Mast, Clerical Assistant Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4214 @cambridge.ca www.cambridge.ca	Due Date: January 31 (annually)	Cost:
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OVERVIEW:

- Special Event Committees are welcome to use any of the City of Cambridge fields listed under *Extra Information* in this section.

YOUR RESPONSIBILITY:

- Follow the proper steps to booking a City of Cambridge Field.
- Abide by certain terms and conditions outlined to you by the City of Cambridge.
- Cover the costs of booking a City of Cambridge Field (if applicable)

STEPS TO BOOKING A PLAYING FIELD:

1. Before January 31 of each year, contact the Community Services Department for a Playing Field Application Form. For an example of a Playing Field Request Form and a list of all the available fields, please refer to the appendix of this section.
2. Complete and submit the Playing Field Application Form back to the Community Services Department.
3. Once your Playing Field Application Form has been processed, you will receive a letter confirming your request.

EXTRA INFORMATION:

- All user groups are responsible for the following:
 - Lining the field
 - Installation and removal of goal posts and nets
 - Removal of unnecessary debris
 - Conduct of people in attendance
 - Paying for any damage to City or school facility as a result of use of facilities.
- At any time, fields may be posted as not playable due to rain, field conditions, maintenance, etc. Any group disobeying these postings will be subject to cancellation of their contract.
- If your activity is rained out, you will be refunded if you notify the Community Services Department within 7 days after the rained-out

activity. All refunds will be processed at the end of the season, after all keys have been returned. Unfortunately, it is not possible for your activity to be rebooked. Please refer to the appendix of this section for a copy of a Field Rainout Form.

Available Fields for Booking:

Alison Park	<ul style="list-style-type: none"> • Soccer • Softball
Avenue Rd. School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • Soccer
Cambridge Christian School	<ul style="list-style-type: none"> • Softball
Centennial Public School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • SB3 White • SB4 Orange
Central Public School	<ul style="list-style-type: none"> • Soccer • Softball
Chalmers St. Public School	<ul style="list-style-type: none"> • Softball
Gordon Chaplin Park	<ul style="list-style-type: none"> • Softball • Soccer/Football
Christ the King Sep. School	<ul style="list-style-type: none"> • Softball • SC1 (Soccer)
Churchill Park	<ul style="list-style-type: none"> • HB1 Yellow - L • HB2 Blue • HB3 Red • SB2 Green • SB3 White • Soccer Minis (4) • TB4 Orange
Clemens Mills Public School (under Lions Can Amera)	<ul style="list-style-type: none"> • SC JR (Soccer)
Coronation Public School	<ul style="list-style-type: none"> • Softball • Soccer
Dickson Park	<ul style="list-style-type: none"> • HB1 Yellow - L • HB2 Blue
Elgin St. Public School	<ul style="list-style-type: none"> • Softball • Soccer
Galt Collegiate Secondary School	<ul style="list-style-type: none"> • Soccer 2 • Soccer Main
Glenview Park Secondary School	<ul style="list-style-type: none"> • Soccer/Football
Grandview Public School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • SB3 White • SB4 Orange
Heise Park	<ul style="list-style-type: none"> • SB1 • Soccer
Hespeler Optimist Park	<ul style="list-style-type: none"> • Soccer Minis (2) • SloPitch

Hespeler Public School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • SB3 White • SB4 Orange • Soccer
Highland Park	<ul style="list-style-type: none"> • Soccer • Softball
Jacob Hespeler School	<ul style="list-style-type: none"> • Soccer/Football (Upper) • FOOTBALL ONLY (Lower) • SB8 Brown – L • SB5 Yellow • SB6 Blue • SB7 Black • SB9 Grey
Otto Klotz Park	<ul style="list-style-type: none"> • Softball
Lincoln Park	<ul style="list-style-type: none"> • SB1 Red – L • SB2 Green • TB3 White
Lions CanAmera	<ul style="list-style-type: none"> • SP1 RED - L • SP2 GREEN - L • Soccer Minis (3)
Manchester Public School	<ul style="list-style-type: none"> • Softball
Monsignor Doyle Secondary School	<ul style="list-style-type: none"> • Soccer/Football 1 • Soccer/Football 2
Our Lady of Fatima Sep. School	<ul style="list-style-type: none"> • Hardball
Parkway Public School	<ul style="list-style-type: none"> • Soccer/Football • T-Ball
Preston High School	<ul style="list-style-type: none"> • SC1 (Soccer) • SC2 (Soccer)
Preston Legion	<ul style="list-style-type: none"> • Hardball
Riverside Park	<ul style="list-style-type: none"> • HB Optimist • HB3 Yellow • SB1 Red • SB2 Green • SB4 White • Soccer Int 1 • Soccer Int 2 • Soccer Int. 3 • Soccer Minis (4) • Mickler Field - L • Savage Field – L • Bill Struck Field • Rogers Field • Kinsmen 1 – L • Kinsmen 2 - L
Ryerson Public School	<ul style="list-style-type: none"> • Softball • SC 1 • SC 2 • SC 3

A .Wayne Taylor Park	<ul style="list-style-type: none"> • SB1 Red (Mother Teresa) • SB2 Green (Saginaw P.S)
Sault Park	<ul style="list-style-type: none"> • Soccer • Softball
Silverheights Public School	<ul style="list-style-type: none"> • SB1 Red
Soper Park	<ul style="list-style-type: none"> • SB1 Red • SB2 Green
Southwood Secondary School	<ul style="list-style-type: none"> • Soccer/Football • Track • Field Hockey
St. Andrews Public School	<ul style="list-style-type: none"> • Soccer • Softball
St. Anne Separate School	<ul style="list-style-type: none"> • Softball
St. Augustine Separate School	<ul style="list-style-type: none"> • Soccer • Softball
St. Benedict Secondary School	<ul style="list-style-type: none"> • Soccer 1 - L • Soccer 2
St. Francis Separate School	<ul style="list-style-type: none"> • Softball
St. Gregory Separate School	<ul style="list-style-type: none"> • Softball
St. Joseph Separate School	<ul style="list-style-type: none"> • Soccer • Softball
St. Michael Separate School	<ul style="list-style-type: none"> • Softball
St. Peter Separate School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • Soccer 1
Stewart Avenue Public School	
Stirling MacGregor Park	<ul style="list-style-type: none"> • Soccer/Football
Tait St. Public School	<ul style="list-style-type: none"> • Softball
Trico Drive Park	<ul style="list-style-type: none"> • Softball
Victoria Park (Galt)	<ul style="list-style-type: none"> • Softball • Cricket Pitch
Victoria Park (Hespeler)	<ul style="list-style-type: none"> • TB4 Orange • SB1 Red – L • SB2 Green • SB3 White
W.G. Davis Public School	<ul style="list-style-type: none"> • SB1 Red • SB2 Green • Soccer
Willard Park	<ul style="list-style-type: none"> • Hardball
Waterworks Park	<ul style="list-style-type: none"> • HB1 Yellow – L • HB2 Blue • TB3 White (Major)
Italian Club	<ul style="list-style-type: none"> • Soccer (M & W only, 6-9pm)
Portuguese Club	<ul style="list-style-type: none"> • Soccer (M & W only, 6-9pm)
Oriental Club	<ul style="list-style-type: none"> • Soccer (M & W only, 6-9pm)

KEYS:

Contact Information: City of Cambridge Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 Park Keys: Attn: Irene Mast, Clerical Assistant 519.740.4681 ext. 4214 @cambridge.ca Arena Keys: Attn: Susie Melo, Arenas/Halls Clerk and Susan Lowden, Arenas/Halls Clerk 519.740.4681 ext. 4625 or 4205 melos@cambridge.ca lowdens@cambridge.ca	Due Date: Four days prior to event	Cost: \$10 deposit for each key
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OVERVIEW:

- For some bookings, you will require a key to access the building or certain parts of the building. Keys are available from the Community Services Department and can be picked up two days prior to the event.

YOUR RESPONSIBILITY:

- Obtain the appropriate keys for your special event
- Deposit of \$10 for each key
- Return all keys to the City of Cambridge after your event.
- Do not duplicate City of Cambridge keys

STEPS TO OBTAINING PARK OR ARENA KEYS:

1. Four days prior to your event, contact the City of Cambridge Clerical Assistant to arrange to pick up the keys.
2. Two days prior to the event, pick up the keys from the appropriate location, paying a \$10 deposit for each key.
3. Return all keys after your event (and prior to November 1). Once you have returned your keys, your deposit will be returned to you in the mail. If keys are not returned by November 1st, deposits WILL NOT BE REFUNDED and no further contracts will be issued until all keys are returned.



The Corporation
of the City
of Cambridge

PLEASE IF THIS IS A TOURNAMENT

NEW PLAYING FIELD REQUEST FORM 2009

Name of Group/Association: _____ E-Mail: _____

Contact Person: Name: _____ Sport: _____

Address: _____ Phone No.: _____ (H)

City: _____ Postal Code: _____ Phone No.: _____ (B)

Emergency Contact Number: _____

**THE EARLIEST STARTING DATE FOR SPORTS FIELDS WILL BE MAY 1st
GROUPS STARTING PRIOR TO MAY 1st RISK CANCELLATION OF CONTRACT.**

Location <i>Park or School Name</i>	Diamond/Field Colour/number	Dates Required			Time		Office Use
		Day	Start Date	Finish Date	Start	Finish	

"Personal information contained on this form is collected pursuant to the Municipal Act and will be used for the purposes of administering the City's playing field booking system. Questions about the collection of personal information should be directed to the City's Freedom of Information and Privacy Coordinator in the Public Access and Council Services Department at 740-4680 ext. 4079."

RETURN THIS FORM TO:

City of Cambridge,
Community Services Dept.
50 Dickson St., Main Floor
P.O. Box 669
Cambridge, Ontario N1R 5W8
519.740.4681 x 4214
FAX 519.740.6566
TTY 519.623.6691

As the representative of the above mentioned group, I have read and understand the conditions as outlined and hereby agree to abide by same.	
Signed: _____	Date: _____

PARK BOOKINGS:

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn:Irene Mast, Clerical Assistant Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4214 @cambridge.ca www.cambridge.ca	Due Date: January 30 (annually)	Cost:
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OVERVIEW:

- The following City of Cambridge Parks are available for special events:
 - Churchill Park
 - Riverside Park (liquor license is not permitted)
 - Dickson Park
 - Forbes Park
 - Mill Race Park
 - Riverbluffs Park
- Because of rising liability, the City of Cambridge is taking extra precautions to protect you as the event organizer and themselves as the facility providers. As a result, there are a number of requirements that event organizers must provide the City of Cambridge. Please be assured that these requirements are for your benefit and will help your special event be safer.
- Special events (as per the Community Services Department) have priority at all park facilities and will be booked prior to the fields.
- You will not be charged for use of a park or Park Staff between the hours of 7:00 a.m. - 3:00 p.m., Monday - Friday. However, if your special event requires City of Cambridge park staff after these hours, you will be charged accordingly. Be sure to leave the park in the same condition that you found it so that you will not be charged for cleanup costs.

YOUR RESPONSIBILITY:

- Follow the proper steps to booking a City of Cambridge Park.
- Abide by certain Terms and Regulations and Release of Liability, Waiver of Claims and Indemnity Agreement outlined to you by the City of Cambridge. For a copy of these, please refer to the appendix of this section.
- Leave the park in the same condition as you found it.
- Cover the costs of booking a City of Cambridge Park (if applicable)

STEPS TO BOOKING A CITY OF CAMBRIDGE PARK:

If Your Special Event is Listed on the City of Cambridge Insurance Policy:

1. Before January 31 of each year, contact the Community Services Department to book the park
2. If your park has been successfully booked, a booking contract will be mailed to you.
3. Sign and return the booking contract to the City of Cambridge for confirmation of your booking request.

If Your Special Event is NOT Listed on the City of Cambridge Insurance Policy:

1. Before January 31 of each year, contact the Community Services Department to inform them of your event. Be prepared to provide the following details of your event:
 - Name/Title of your event
 - Reason for your special event
 - Date and Time
 - Location
 - Estimated Attendance and if there is an admission fee
 - Contact Information
 - Schedule of Event Activities
2. After this information has been gathered, you will receive a letter from the Director of Parks and Outdoor Services confirming that the park has been *tentatively* booked (subject to availability) and the specific requirements that must be completed for your special event to be approved (i.e. Street Closure Permit, Food Vendor Permit, etc). Complete the list of requirements and send proof of each requirement to the Special Events Liaison at the City of Cambridge at least one week prior to your event.
3. When proof of all the requirements have been received, the City of Cambridge will mail you a letter indicating their approval of your event. If you do not complete all of the requirements within a week of your special event, the City of Cambridge will not approve your special event and will terminate your park booking.

BOOKING THE SHOWMOBILE:

Contact Information: <ul style="list-style-type: none">▪ City of Cambridge Attn: Irene Mast, Clerical Assistant Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4214 masti@cambridge.ca www.cambridge.ca	Due Date:	Cost: \$579.60 + GST (Community Members) \$808.50 + GST (Out of Town Rental)
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OVERVIEW:

- The Showmobile is available to the Cambridge community and out-of-town groups. Priority will be given to the following people/groups:
 - Cambridge Concert Band
 - Past users
 - New Cambridge groups
 - New out-of-town groups

YOUR RESPONSIBILITY:

- Follow the proper steps to booking the Showmobile
- After the event, an invoice will be issued to group for payment

STEPS TO BOOKING THE SHOWMOBILE:

1. Prior to your event, contact the Community Services Department and request a Showmobile Request Form. For an example of a Showmobile Request Form, please refer to the example found in the appendix of this section
2. Complete and submit the Showmobile Request form back to the Community Services Department.
3. When your Showmobile Booking Request has been approved, you will be mailed a confirmation letter along with 2 copies of your contract. Sign copies and return 1 copy to Community Services Department. Prior to the event, the foreman of the park will contact you to confirm delivery time and inform them of any necessary operating instructions.

EXTRA INFORMATION:

- Dancing, food or drink products are not allowed on the stage
- Placing signage and decorations on the Showmobile are discouraged

*Note that we do not rent the Showmobile out of town except for Oktoberfest in Kitchener and all City affiliated event groups receive use of the Showmobile free of charge (see Section 2 - Policy).

SHOWMOBILE RENTAL RATES (SINGLE STAGE ONLY) 2008

Intown

Towing cost (both ways)	\$220.00
Rental charge	\$275.00 per day
Set-up charge/ Take down (2 staff 1 hr. & benefits Pks.III + benefits)	<u>\$ 57.00</u>
Sub Total	\$552.00
5% GST	<u>\$ 27.60</u>
Total	<u>\$579.60</u>

Out of Town

Towing cost (both ways)	\$220.00
Rental charge	\$295.00 per day
Set-up charge/ Take down (Overtime-2 staff Pks III 1 hr. & benefits)	\$ 80.00
Travel time (overtime-2 staff – 1 truck 2 hrs. each)	<u>\$175.00</u>
Sub Total	\$770.00
5% GST	<u>\$ 38.50</u>
Total	<u>\$808.50</u>

SHOWMOBILE REQUEST FORM

Memo _____

Invoice _____

Contract _____

1. What dates do you wish to book the showmobile?

2. For what purpose/event would the showmobile be used?

3. What time of day or night would it be in use? (# of hours)

Location of Stage: _____

4. Largest number of people on stage at one time: standing _____ seated _____

5. Stage size: 8' x 32'

6. Are stairways needed? 1 _____ 2 _____

7. Is hydro available at the site? No _____ Yes _____

8. What is the name of the user group?

Contact: _____

Address: _____

Signature: _____

Telephone: _____

E-Mail _____

"Personal information contained on this form is collected pursuant to the Municipal Act and will be used for the purposes of administering the City's rental of the showmobile. Questions about the collection of personal information should be directed to the City's Freedom of Information and Privacy Coordinator in the Public Access and Council Services Department at 740-4680 ext. 4079."

***OFFICE USE ONLY**

<u>SINGLE STAGE 8' x 32'</u>	<u>OUT OF TOWN RENTAL</u>
<p>TOTAL COST \$579.60</p> <p><u>All pricing is based on a one (1) day use.</u></p>	<p>TOTAL COST \$808.50</p> <p><u>All pricing is based on a one (1) day use.</u></p>

Community Services Department
73 Water St. N., P.O. Box 669
Cambridge, ON N1R 5W8
519-740-4681

FACILITY LISTING

PREMIUM FIELDS

<u>Soccer/Football</u>	<u>Ball Diamonds</u>
<ul style="list-style-type: none"> • Bill Struck Field – L – Soccer/Football 	<ul style="list-style-type: none"> • Lions CanAmera Park #1 – L
<ul style="list-style-type: none"> • Jacob Hespeler S.S. (upper) -Soccer/Football 	<ul style="list-style-type: none"> • Lions CanAmera Park #2 – L
<ul style="list-style-type: none"> • Jacob Hespeler S.S. (lower) – L – <u>FOOTBALL ONLY</u> 	<ul style="list-style-type: none"> • Kinsmen 1 – L
<ul style="list-style-type: none"> • Rogers Field – L – Soccer/Football 	<ul style="list-style-type: none"> • Kinsmen 2 – L
<ul style="list-style-type: none"> • St. Benedict Sec. School – Soccer/Football 1 L 	<ul style="list-style-type: none"> •

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FACILITY LISTING

MAJOR FIELDS

<u>Soccer/Football</u>	<u>Ball Diamonds</u>
• Chaplin Park – Soccer/Football	• Chaplin Park - Softball
• Churchill Park – Soccer Minis (4)	• Churchill Park – HB1 Yellow - L
• Forward Baptist Church - Soccer	• Churchill Park – HB2 Blue
• Fountain Street - Soccer	• Churchill Park – HB3 Red
• Galt Collegiate – Soccer/Football 2	• Churchill Park – SB2 Green
• Galt Collegiate – Soccer/Football Main	• Churchill Park – SB3 White
• Decaro Park - Soccer	• Coronation Public School – Softball
• Glenview Park Sec. – Soccer/Football	• Dickson Park – HB1 Yellow - L
• Hespeler Optimist Park - Soccer Minis (2)	• Dickson Park – HB2 Blue
• Heise Park - Soccer	• Heise Park – SB1
• Italian Club – Soccer (Mon. & Wed. only from 6pm to 9pm)	•
• Lions CanAmera – Soccer Minis (3)	• Hespeler Optimist Park - SloPitch
• Monsignor Doyle Sec. – Soccer/Football 1	• Jacob Hespeler – SB8 Brown - L
• Monsignor Doyle Sec. – Soccer/Football 2	• Klotz Park – Softball
• Oriental Club – Soccer (Mon. & Wed. only from 6pm to 9pm)	• Lincoln Park – SB1 Red – L
• Portuguese Club – Soccer (Mon. & Wed. only from 6pm to 9pm)	• Lincoln Park – SB2 Green
• Preston High – Soccer/Football 1	• Preston Legion – Hardball
• Preston High – Soccer/Football 2	• Riverside Park – HB Optimist
• Riverside Park – Soccer Int 1	• Riverside Park – HB 3 Yellow
• Riverside Park – Soccer Int 2	• Riverside Park – SB1 Red
• Riverside Park – Soccer Int 3	• Riverside Park – SB2 Green

<u>Soccer/Football</u>	<u>Ball Diamonds</u>
• Riverside Park – Soccer Minis (4)	• Riverside Park – SB4 White
• Sault Park - Soccer	• Riverside Park – HB Mickler Field – L
• Southwood Sec. School – Soccer/Football	• Riverside Park – SB Savage Field - L
• St. Benedict Sec. School – Soccer/Football 2	• Ryerson Public School – Softball
• Willard Park – Soccer/Football	• Sault Park – Softball
•	• Soper Park – SB1 Red
•	• Soper Park – SB2 Green
•	• Trico Dr. Park – Softball
• <u>CRICKET</u>	• Victoria Park (H) – SB1 Red - L
• Victoria Park – Cricket Pitch	• Victoria Park (H) – SB2 Green
•	• Victoria Park (H) – SB3 White
•	• Victoria Park (G) - Softball
• <u>TRACK</u>	• Waterworks Park – HB1 Yellow - L
• Southwood Sec. School - Track	• Waterworks Park – HB2 Blue
•	• Waterworks Park – TB3 White
•	• A. Wayne Taylor Park – SB1 Red
•	• A. Wayne Taylor Park – SB2 Green
•	• Willard Park - Hardball

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FACILITY LISTING

MINOR FIELDS

<u>Soccer/Football</u>	<u>Ball Diamonds</u>
• Alison Park – Soccer	• Alison Park – Softball
• Avenue Rd. School - Soccer	• Avenue Rd. School – SB1 Red
• Central Public School - Soccer	• Avenue Rd. School – SB2 Green
• Christ The King Sep. School - Soccer	• Cambridge Christian School – Softball
• Coronation Public School – Soccer	• Centennial Public School – SB1 Red
• Elgin Street Public School - Soccer	• Centennial Public School – SB2 Green
• Hespeler Public School - Soccer	• Centennial Public School – SB3 White
• Highland Park - Soccer	• Centennial Public School – SB4 Orange
• Lions CanAmera Park – Clemens Mills SC Jr.	• Central Public School – Softball
• Parkway Public School - Soccer	• Chalmers St. Public School – Softball
• Ryerson Public School – SC1	• Christ The King Sep. School - SloPitch
• Ryerson Public School – SC2	• Churchill Park – TB4 Orange
• Ryerson Public School – SC3	• Clemens Mills Public School – Softball
• St. Andrews Park - Soccer	• Elgin St. Public School – Softball
• St. Augustine Sep. School - Soccer	• Grandview Public School – SB1 Red
• St. Elizabeth Sep. School - Soccer	• Grandview Public School – SB2 Green
• St. Joseph Sep. School - Soccer	• Grandview Public School – SB3 White
• Stewart Ave. Public School - Soccer	• Grandview Public School – SB4 Orange
• Stirling MacGregor Park – Soccer/Football	• Hespeler Public School – SB1 Red
• W.G. Davis Public School - Soccer	• Hespeler Public School – SB2 Green
•	• Hespeler Public School – SB3 White
• <u>FIELD HOCKEY</u>	• Hespeler Public School – SB4 Orange
• Southwood	• Highland Park – Softball

•	• Jacob Hespeler Sec. School – SB5 Yellow
•	• Jacob Hespeler Sec. School – SB6 Blue
•	• Jacob Hespeler Sec. School – SB7 Black
•	• Jacob Hespeler Sec. School – SB9 Grey
•	• Lincoln Park – TB3 White
•	• Manchester Public School – Softball
•	• Our Lady of Fatima Sep. School - Hardball
•	• Parkway Public School – T-Ball
•	• St. Andrews Park – Softball
•	• St. Anne Sep. School - Softball
•	• St. Augustine Sep. School – Softball
•	• St. Francis Sep. School – Softball
•	• St. Gregory Sep. School – Softball
•	• St. Joseph Sep. School – Softball
•	• St. Michael Sep. School – Softball
•	• St. Peter Sep. School – SB1 Red
•	• St. Peter Sep. School – SB2 Green
•	• Silverheights Public School – SB1 Red
•	• Stewart Ave. Public School – Softball
•	• Tait St. Public School – Softball
•	• Victoria Park (H) – TB4 Orange
•	• W.G. Davis Public School – SB1 Red
•	• W. G. Davis Public School – SB2 Green

Playing Field Rates

USER FEES	RESIDENT ADULT GROUP	RESIDENT YOUTH GROUP	NON-CITY GROUP (Adult and Youth)
<i>PREMIUM FIELDS</i>			
	GST APPLICABLE	TO ALL FEES	
ROGERS FIELD ONLY	\$13.75 per hour	\$8.25 per hour	\$27.50 per hour
WEEKDAY (Mon-Thurs)	\$10.50 per hour	\$6.25 per hour	\$21.00 per hour
WEEKEND (Fri.-Sun.)	\$10.50 per hour	<i>No Charge</i>	\$21.00 per hour
<i>MAJOR FIELDS</i>			
WEEKDAY (Mon.- Thurs.)	\$8.50 per hour	\$5.00 per hour	\$17.00 per hour
WEEKENDS (Fri. - Sun.)	\$8.50 per hour	<i>No Charge</i>	\$17.00 per hour
<i>MINOR FIELDS</i>			
WEEKDAY (Mon. - Thurs.)	\$3.75 per hour	\$2.25 per hour	\$7.50 per hour
WEEKENDS (Fri. - Sun.)	\$3.75 per hour	<i>No Charge</i>	\$7.50 per hour

TOURNAMENT FEES: SAME AS ABOVE

LIGHTING FEES		<i>Note: One Game = 2 hrs Maximum</i>			
JACOB HESP. S/P	\$15.88/game	LIONS CAN-AMERA	\$26.46/game	ROGERS FIELD	\$42.35/game
JACOB HESP. S/F	\$42.35/game	DICKSON PARK	\$44.47/game	BILL STRUCK	\$40.23/game
KINSMEN #1	\$19.05/game	VICTORIA (H)	\$14.82/game	LINCOLN PARK	\$17.46/game
KINSMEN #2	\$25.41/game	MICKLER FIELD	\$38.12/game	CHURCHILL PARK	\$38.12/game
SAVAGE FIELD	\$26.46/game	ST. BENEDICTS	\$42.35/game		

- **NOTE: G.S.T. IS APPLICABLE TO ALL FEES.**

TERMS & CONDITIONS for USE OF CAMBRIDGE PLAYING FIELDS

THE CONSUMPTION OF ALCOHOL IS STRICTLY FORBIDDEN IN/ON ANY CITY FACILITY/LANDS EXCEPT UNDER THE RESTRICTIONS OF A SPECIAL OCCASION PERMIT ISSUED BY THE L.C.B.O.

NOTE: Special events (as per the Community Services Department) will have priority at all park facilities.

CANCELLATIONS:

- * Cancellation of tournaments not received two (2) weeks in advance of the scheduled tournament will result on a 100% charge of the fee.
- * Cancellation of a non-tournament booking not received 72 hours prior to the scheduled booking will result in a 100% charge of the fee.
- * Fields may be posted not playable due to rain, field conditions, maintenance, etc. Any group disobeying postings will be subject to cancellation of contract. Fees paid may be refunded for rained out or cancelled games not rescheduled. The Community Services Department **must be** notified within 7 days. Refunds will be processed at the end of the season and after all keys have been returned.
- * Contracts may be cancelled by the Community Services Department at any time without notice for the misuse of the facility or misuse of this agreement and all debts will be due immediately. Contracts may be cancelled in order to provide major maintenance to the facility.

CHARGES:

- * Cost of extra labour and/or materials supplied by Community Services Department may be negotiated with staff.
- * Any special use of playing fields not covered in Schedule of Rates above will be negotiated by the user and the Community Services Department.

KEYS:

- * **Key arrangements are to be made at least two (2) days prior to the booking.**
- * Keys for talc boxes, change rooms, washrooms, etc. will be issued by the Community Services Department. A deposit of \$10 per key will be charged as keys are issued. All keys must be returned prior to **NOVEMBER 30th**. Deposits will be returned via the mail as keys are returned. Lost keys are subject to a \$40.00 (\$30.00 fee & loss of deposit) service charge for each lost key. **It is vital that the keys are returned by NOVEMBER 30th, or deposits WILL NOT BE REFUNDED and no further contracts will be issued until all keys are returned.**

OTHER:

User groups shall be responsible for the following:

- i) Lining field
- ii) Installation and removal of goal posts and nets
- iii) Removal of unnecessary debris
- iv) Conduct of people in attendance
- v) Paying for any damage to City or School Facility as a result of use of facilities

FIELD BOOKINGS

***PLEASE READ ALL INFORMATION IN THIS PACKAGE BEFORE
COMPLETING YOUR FIELD REQUEST FORM***

Enclosed Important Information: Some of this information is new so please read carefully

- a) Playing Field Request Form (**Cream**)
- b) Playing Field Request Form for **NEW** requests are **GREEN**
- c) User fees schedule and Terms & Conditions for field use
- d) Maintenance and field closure schedule;
- e) Listing of fields by category.
- f) Field Cancellation Form
- g) Field Rainout Date Form

Requests:

Field users from 2006 will have priority booking privileges over new requests until January 31, 2007. **Please be reminded that any group that has not returned keys from the previous year or has an outstanding balance in their account will not be allowed to book facilities this year until these items are settled.**

New requests from 2006 users must be completed on the green request form enclosed. New field requests will be assigned based on certain criteria such as field availability, priority of field needs, also including when the application is received.

If weather permits, some fields may be available for practice only prior to May 1st. A **separate request form** must be completed for **early use of fields**.

PLEASE READ ALL OF THE TERMS AND CONDITIONS FOR PLAYING FIELD USE.

Additional field request forms are available at the Cambridge Community Services Department on the 2nd floor of Cambridge Place (73 Water Street North) or by calling Karin Seeley at 740-4681, extension 4214.

FEES:

Your contract is your invoice and no other documentation will be issued. Payment is due **prior to the first game** and cheques should be made payable to ***"The City of Cambridge"***.

IMPORTANT 2007 DATES:

- | | |
|---------------|------------------------------------------------------------------------------------------------------------------|
| January 31st: | Deadline for 2006 users to re-book their previous fields |
| March | Field Confirmations to All Groups |
| May 1st: | Earliest start date for field use. Any one starting prior to this date risks the cancellation of their contract. |

If you have any questions about the request forms, fees or fields, please contact the Community Services Department at 740-4681 extension 4214 and speak with Karin Seeley.



The Corporation
of the City
of Cambridge

PLEASE ✓ IF THIS IS A TOURNAMENT

NEW

PLAYING FIELD REQUEST FORM 2007

Name of Group/Association: _____ E-Mail Address: _____

Contact Person: Name: _____ Sport: _____

Address: _____ Phone No.: _____ (H)

City: _____ Postal Code: _____ Phone No.: _____ (B)

**THE EARLIEST STARTING DATE FOR SPORTS FIELDS WILL BE MAY 1st
GROUPS STARTING PRIOR TO MAY 1st RISK CANCELLATION OF CONTRACT.**

Location <i>Park or School Name</i>	Diamond/Field colour/number	Dates Required			Time		Office Use
		Day	Start Date	Finish Date	Start	Finish	

"Personal information contained on this form is collected pursuant to the Municipal Act and will be used for the purposes of administering the City's playing field booking system. Questions about the collection of personal information should be directed to the City's Freedom of Information and Privacy Coordinator in the Public Access and Council Services Department at 740-4680 ext. 4079."

RETURN THIS FORM TO:

Community Services Department
c/o Karin Seeley
73 Water St. N., P.O. Box 669
Cambridge, Ontario N1R 5W8
519.740.4681 x 4214
FAX 519.740.3011
TTY 519.623.6691
E-Mail seeleyk@city.cambridge.on.ca

As the representative of the above mentioned group, I have read and understand the conditions as outlined and hereby agree to abide by same.

Signed: _____ Date: _____

Terms and Regulations

For Special Event

Please read and sign the following Terms and Regulations.

The Event Organizer, _____, herein after referred to as the Licensee, in consideration for the permission to host the event of _____ will:

- Be responsible for advising all attendees and ensuring that they adhere strictly to all regulations posted and/or attached hereto. In the case that the Licensee fails to adhere to said regulations, the special event cannot take place.
- Provide Special Events Liaison with photocopies of all permits, licenses and certificates within one week of the special event. In the case that the Licensee fails provide photocopies of the permits, licenses and certificates, the special event cannot take place.
- Hold the special event only upon proof of approval (letter) from the City of Cambridge.
- The park concessionaire has full rights of the sale of food and beverage within the park.
- Exercise the greatest care in use of the facility, lands and equipment and adjacent premises.
- Report all damages immediately to on-site park attendant and if not available, on-call Community Services Department Park Manager at (519) 621-0740.
- Be responsible for any damages incurred, said damages to be paid firstly by the Licensee and/or their insurer.
- Use only the premises, lands and equipment that were booked through the Community Services Department.
- Not permit any other group or organization not named in this agreement to use said premises, lands and equipment without the authorization of the Corporation of the City of Cambridge.
- Be responsible for leaving the premises, lands and equipment clean. Failure to do so may result in additional fee levied for maintenance and restoration of grounds.
- Not place objects in or on grass fields without first consulting with your park manager.
- Contact Special Events Liaison, (519) 740-4681 ext. 4262 at least two weeks prior to the event if it is cancelled. Failure to do so may result in additional fee levied for scheduled labour.
- Not permit liquor or beer on any premises unless a liquor permit is in effect and the Corporation of the City of Cambridge has authorized the sale of liquor.
- All events with a Special Occasion Permit must have Smart Serve Certified servers, ticket breakers and security staff.
- Pay all fees levied according to this agreement including, but not limited to costs associated to any breach of this agreement.

As the representative of the above mentioned group, I have read and understand the particulars of the Terms and Regulations and on any attached pages and agree to abide by same:

_____ Signature	_____ Date
_____ Full Name (printed)	_____ Phone Number
_____ Address	

Release of Liability, Waiver of Claims and Indemnity Agreement

For Special Events

Please read and sign the following Release of Liability, Waiver of Claims and Indemnity Agreement.

I / We, _____ accept and in consideration of the Corporation of the City of Cambridge accepting my/our application for use of their facilities, as scheduled herein, hereby agree to the following:

1. TO INDEMNIFY AND HOLD THE CORPORATION OF THE CITY OF CAMBRIDGE, and its elected officials including directors, officers, employees, volunteers and representatives (all of whom are hereinafter collectively referred to as "the Municipality") HARMLESS from any and all claims of causes of action for negligence, breach of contract or otherwise arising directly or indirectly by virtue of the rental agreement;
2. TO RELEASE THE MUNICIPALITY from any and all liability for any loss, damage, injury or expense that I/we may suffer or that my/our next of kin may suffer as a result of my/our use of, or my/our presence on, the facilities due to any cause whatsoever, save and except that caused by the sole negligence of the MUNICIPALITY;
3. TO HOLD HARMLESS AND INDEMNIFY THE MUNICIPALITY from any and all liability for any damage to property of, or personal injury to, any third party, resulting from my/our use of the facilities; and
4. This agreement shall be effective and binding upon my/our heirs, next of kin, executors, administrators, assigns, and representatives in the event of my/our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Municipality other than what is set forth in this Agreement.

Prior to the execution of this Agreement, the Licensee will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be named as an additional insured with a cross liability endorsement and a severability of interests clause. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence including \$2,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that they insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Licensee will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality ten (10) days prior to the execution of said agreement.

It is the sole responsibility of the Licensee to determine what additional insurance coverage, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Licensee.

The Licensee understands and agrees that this Agreement may be revoked or cancelled at any time with or without cause. The Municipality will make every reasonable attempt to provide a minimum 48 hours notice of cancellation to the Licensee.

The Licensee warrants and represents that if he/she executes this Licensee on behalf of a Group or Organization that the Licensee has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Licensee, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Licensee represents a Group or Organization, the Licensee agrees to inform all responsible officials associated with the Group or Organization of the Terms and Regulations and Waiver and Indemnity Clause.

As the representative of the above-mentioned group, I have read and understand the particulars on this Release of Liability, Waiver of Claims and Indemnity Agreement and on any attached pages and agree to abide by it.

Signature

Date

Full Name (printed)

Phone Number

Address