

Event Application Form

A. ABOUT YOUR ORGANIZATION/GROUP

1. Full name: _____

2. Type of Request (please check one)

Wedding Run/Walk Event Birthday Party) Other (specify): _____

3. Indicate the number of Attendees _____

B. YOUR CONTACT INFORMATION

1. Name: _____

Address: _____ Postal Code: _____

Phone Number(s): (H) _____ (W) _____ (Cell) _____ Email: _____

2. Alternative Contact Name: _____

Phone Number(s): (H) _____ (W) _____ (Cell) _____ Email: _____

3. Please provide full details and particulars of applicant's insurance coverage: _____

C. FACILITY REQUEST INFORMATION

Facility Requested:

Columbus Field Chisholm Park Cairn Park

Day of Week	Start Date	End Date	Start Time	End Time	Additional Information

Special Event Bookings:

Columbus Field Park/Cairn Park/Chisholm Park

Events and activities that will not be permitted in TOA Parks:

1. Any event that involves off-trail use of the park.
2. Bicycle races.
3. BBQ's
4. Items such as tents, inflatable games, and obstacle courses are not permitted inside the park.
5. Only events that are not-for-profit and do not charge fees to participate will be considered.
6. Any event which in whole or part violates any portion of a Municipal By-law.

Events that are permitted:

1. Weddings
 - Receptions are not permitted.
 - ONE vehicle pass may be approved to transport elderly attendees or material to the site, but vehicles are not permitted to remain on site.
 - Prior to the ceremony an announcement should be made that throwing of confetti or similar material is strictly prohibited.
2. Picnics
3. Runs/Walks
 - A detailed route map must be provided with event application.
 - Participants must not run/walk more than 2 abreast.
 - No flagging or painting is allowed. It will be up to the event organizer to provide extra people if directional assistance is required.

Park Rules and Regulations:

- All municipal by-laws must be adhered to.
- Copies of by-laws can be found at: <http://www.townofantigonish.ca>
- Please remember that parks belong to everyone and all are welcome to enjoy them. Areas cannot be roped off or otherwise isolated from general public access.
- When the event is complete, the site must be returned to its original state, with all debris removed.
- Costs to repair any damages arising from the event will be charged back to the event holder. A cheque in the amount of \$150.00 (HST included) will be sent in advance to the Town of Antigonish. This cheque will be returned to the event organizer once a post-event site inspection is complete;
- The Representative shall be responsible for the conduct and supervision of all persons attending this event and shall ensure that all the regulations contained in this permit and other agreements pertaining to the event are observed. Vandalism, littering, abusive language, smoking and the use of alcohol without a license, shall be deemed as just cause to cancel the rental or reject future applications. The Representative assumes full responsibility for all damage to this facility, the only exceptions being items described as regular wear, tear and damage by lightning and tempest;

- The Representative shall indemnify and save the Town of Antigonish harmless for all and any damage, causes, suits or claims which may arise by virtue of the rental of the facility, whether such damages, causes, suits or claims are occasioned by the Representative or any other person while the Representative has leased and is in control of the said facility. The Representative further covenants and agrees to pay any costs that may be incurred pursuant to or arising from any damages, causes, suits or claims. Additional private independent insurance coverage may be required in the amount of \$1,000,000.00 ie. fundraising activities, fun-runs etc.;
- Facility rentals may be booked by persons 18 years of age or older;
- The Representative shall be responsible for vacating, returning to the original condition and the removal of all rented or privately owned property, personal effects by the specified permit end time, unless prior written arrangements have been made with the Recreation Director;
- Whenever and to the extent that the Town of Antigonish shall be unable to fulfill or shall be delayed or restricted in fulfilling any obligation here under by any cause beyond its control, including acts of God, public enemy, acts of the Government, either of its Sovereign, Federal or Provincial, Municipal, fires or floods, the Town of Antigonish shall be released from the fulfillment of such obligation during the period it shall be so delayed or restricted in fulfilling such obligation;
- Events will end by 9pm.
- The Town of Antigonish has the right to refuse any event from being booked;
- The Town of Antigonish does not provide access to electricity;
- Parks Operations staff will check the site and do necessary clean up or repairs prior to the event.

Declaration

I, the undersigned, have read, understand and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that breach of any end of the said conditions may result in the termination of the allocated park time(s).

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

