

THE TOWN OF
ANTIGONISH
The Town of Antigonish
Priority Booking Groups
Field Use Request Form

A. ABOUT YOUR ORGANIZATION

1. Full name of organization: _____
2. Type of Request (please check one)
☐ Priority Booking
☐ Priority Booking with Stadium Lighting ☐ Tournament ☐ Other (specify): _____
3. Activity (please check one)
☐ Minor Soccer ☐ Minor Track & Field ☐ Highland Touch Football ☐ Ultimate Frisbee
☐ Challenger Baseball ☐ Minor Baseball ☐ Minor Softball ☐ LUG ☐ Beach Volleyball
☐ Other (specify): _____
4. Indicate the number of Participants in your organization _____

B. YOUR CONTACT INFORMATION

1. Name: _____ Position: _____
 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 (*Please use a new form for each separate field requested)

Facility Requested:

- ☐ Central Turf Field ☐ Columbus Field ☐ St Andrew Junior School ☐ U-12 Regional Field ☐ Sandlot Ballfield #1
☐ Regional Ballfield #2 (Softball) ☐ Regional Ballfield #3 ☐ Beach Volleyball Courts

Day of Week	Start Date	End Date	Start Time	End Time	Game, Practice or tournament.

Total Number of Hours: _____

D. When submitting a tournament/event request please provide details. Please note any special requirements for the event:

- 1) Type/Name of Tournament/Event: _____
2) Dates/Times: _____
3) Special Requirements: _____

E. 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 team. I acknowledge and agree that breach of any end of the said conditions may result in the termination of the allocated field time(s).

Signature: _____ **Date:** _____

F. User Fees

Minor Sports Groups

<u>Number of Participants</u>	<u>Fee</u>
1-99	\$150.00
100-299	\$300.00
300-399	\$450.00
400-499	\$600.00
500 & Up	\$1,000.00

Adult Users Over Age 19

1-12 per team: \$150.00
12 & up per team: \$300.00

Users playing games only under the lights will not be required to pay the seasonal fee above.

Light Fees

\$35.00 for the first hour and \$15.00 for each additional one half hour or portion thereof.

Field Lining Fees:

The Town of Antigonish will provide one field lining per week. Extra linings will cost \$50.00/lining.

Tournament Fees

\$250.00 per tournament, \$100.00 of which will be refunded if the area is left in a clean and tidy manner. Upon application two cheques payable to the Town of Antigonish, one for \$150.00 and the other for \$100.00 will be required.

Occasional Users

\$50.00 per hour or portion thereof.

Other users:

Groups using a facility and charging a fee or fundraising will be charged \$100.00 per day.

Terms and Conditions of Rental

Scheduling Process

All requests for use of the above-mentioned fields (with the exception of Saint Andrews Junior School Field) must be made through **Megan King, Manager of Parks and Recreation**. Priority for field times is given to games. Confirmation of booking will be sent to the contact person listed on the request form via email.

Terms and Conditions

1. The Representative shall pay rent for the time specified at the approved rate plus tax, if applicable. Cash or debit will be accepted at the Antigonish Town Hall, 274 Main Street, Antigonish as payment for casual rentals. Repeat rentals will be permitted to pay by cheque and may be invoiced monthly or at the end of the playing season;
2. If the Representative wishes to cancel the rental, the Representative shall give 48 hours notice by e-mail. If the said notice is given, the rental for the facility on the date cancelled will not be invoiced. Notice of cancellation shall be provided either by email to recreation@townofantigonish.ca or in writing to the Town Hall, 274 Main Street, Antigonish;
3. **There will be no subletting or subcontracting of field time. Subletting/subcontracting of any facility may result in cancellation of your contract and a suspension from further use;**
4. Town of Antigonish employees will be responsible for determining field closures due to inclement weather or unsafe field conditions;
5. 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;
6. 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;
7. 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;
8. 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 Director
9. Facility rentals may be booked by persons 18 years of age or older. Those under the age of 18 will require a cosigner and written consent from a legal guardian;
10. Leagues/individuals will instruct referees and/or representatives to inspect playing area before use to identify any immediate safety concerns and advise participants accordingly. These concerns must be brought to the immediate attention of the Manager of Recreation or the on-site Maintenance personnel.

I, the undersigned, have read, understood and agree to abide to the above terms of this agreement:

Name: (please print) _____ Signature: _____

Date: _____