

Facility Allocation Guide



• Ice Arenas

• Sports Fields

• Community Space



Town of Bradford West Gwillimbury Community Services Department

3541 Line 11, Bradford, ON L3Z 2A5

Phone: (905)-775-5369

Fax: (905)-778-4343

Email: tfairbarn@townofbwg.com

The Community Services Department is committed to serving the needs of the user groups and residents who wish to permit and utilize our arenas, sports fields and community facilities. This user guide provides all of the necessary information and forms required to apply for these various facilities and will be applied consistently and equitably to all users.

Revised March 17, 2023

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APPLYING FOR A SEASONAL ICE PERMIT

1. ICE RENEWAL

For ice renewal, every effort will be made to provide your group/organization first rights to the exact same dates, times and locations as the previous season. Each year, Community Services will coordinate a User Group meeting, typically held in May, to confirm the following season's requirements.

Where any group/organization requires changes to existing times or locations, accommodation will only be made where other groups and organizations are not compromised and will be at the discretion of the Community Services Department. All user groups must take into consideration the available facilities when considering potential growth in programs within their organizations.

2. NEW ICE DATES AND TIMES

If you are a current client in good standing and are requesting additional ice and/or an additional arena facility or change in arena facility, your request will be considered after all seasonal permit holder applications are processed. Such requests for new space or a change in space will be processed in the date order received.

Please ensure you fill out the “New Ice Arena Permit Request Form” attached.

Indicate clearly and accurately:

- The specific arena facility you are applying to utilize
- The specific ice pad, where more than 1 pad exists in the facility
- The specific dates and times required for this space

Please ensure that the forms are completed in their entirety to ensure proper processing.

3. SUBMIT THE APPLICATION TO:

Town of Bradford West Gwillimbury - Community Services Department
Attention: Bookings Clerk
3541 Line 11, PO Box 160
Bradford, Ont., L3Z 2A8
Fax: 905-778-4343

Signed permits must be returned to Community Services prior to any facility use. Please include your association's proof of Insurance, naming the Town of Bradford West Gwillimbury as an “additional insured”, for our records.

4. **CONTACT THE BOOKINGS CLERK**

Teresa Fairbarn, Bookings Clerk
905-775-5369 Ext. 5202
tfairbarn@townofbwg.com
Monday through Friday, 8:30am-4:30pm

5. **ORDER OF ALLOCATIONS**

Bradford West Gwillimbury residents are given priority over non-residents (groups must consist of 80% Bradford West Gwillimbury residents to be considered as a resident rental).

Rental requests will be prioritized and handled as follows:

- Local Minor Groups – i.e. Minor Hockey, Skating Club
- Local Junior Hockey
- Local Adult Leagues
- Minor Regional Groups – i.e. Girls Hockey, York Simcoe Express
- Schools
- Private Rentals

Past ice participant's requests are processed first based on allocating the same ice time and location they have had in previous years. When ice time is turned back, the order of allocations process will apply. It is not the intent of this guide to remove ice time from historical users.

6. **DEADLINES**

Seasonal Permit Holders: A timetable for request submission and permit confirmation deadlines is set annually. Clients in good standing will be requested to submit their requirements to the Bookings Clerk before each season's deadline. Below is a typical schedule of deadlines, but please contact the bookings clerk to confirm that dates are accurate.

Season	Season Date Range	Submission Deadline	Confirmation Deadline
Spring/Summer Ice	May 1 – August 31	January 15	February 15
Dry Pad - Spring/Summer	April 1 – August 31	January 15	February 15
Fall/ Winter Ice	September 1 - April 30	May 1	June 15
Dry Pad - Fall/Winter	September 1 – March 31	May 1	June 15

Casual Permits: Short term, single use or spot bookings are available following the permit confirmation deadline for each season, on a first come, first served basis.

NOTE: SHOULD THE APPLICATION NOT BE RECEIVED BY THE DEADLINE DATE, APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.

APPENDIX A – ICE/FLOOR RENTALS

THE TERMS AND CONDITIONS CONTAINED IN THIS APPENDIX A FORM A BINDING PART OF YOUR PERMIT AND HAVE THE SAME EFFECT AS IF THE INFORMATION CONTAINED HEREIN WERE CONTAINED IN THE BODY OF THE PERMIT.

Payment

1.
 - (a) All rental fees payable under this Permit must be paid by the payment date by: Visa, MasterCard, Debit, Cash or Cheque
 - i. Cheques must be made payable to “Town of Bradford West Gwillimbury”. Cheques will only be accepted if provided at least 30 days prior to the Start Date. **NSF Cheques** - A service charge of \$50.00 will be charged for payments made by the Customer that are returned to the Town of Bradford West Gwillimbury.
 - (b) For seasonal contract Permit Holders, post-dated cheques must be dated as per the payment date schedule listed on the permit.
 - (c) For single use or spot bookings, payments are due at the time of the booking confirmation.
 - (d) For multi-weekly bookings, a payment schedule may be arranged where the last payment shall be received 30 days prior to the last month of activity.
 - (e) Overdue accounts will be subject to an interest charge of 1.25% per month. Accounts in arrears will be sent to third party collection and the client will be denied access to future Town bookings.
2. Unless otherwise agreed to by the Town, failure to submit a signed Permit with payment to Community Services (3541 Line 11) by the payment due date will void this Permit.
3. No admission fee shall be charged by the Permit Holder or anyone associated with the Permit Holder for the purposes of this Permit for use unless the Permit Holder obtains written consent from the Town in advance.

Cancellation

4. The Town of Bradford West Gwillimbury has the right to control all ice/floor distribution and use of Town owned facilities for the duration of the Permit. The Town has a responsibility to manage the negative impact that returned time has on the Town and the user groups. In order to control this, the Town will apply the following practices regarding unused, returned, amended and cancelled time.
 - (a) Permanent seasonal cancellations will only be accepted until September 15 of that season (for fall/winter). For spring/summer, the cancellation deadline is April 15.

- (b) There will be no cancellations allowed for bookings in September or on "Halloween" October 31.
 - (c) Organizations interested in avoiding specific days or blocks of time within the booking period must request such exceptions when submitting applications for the ice/floor.
 - (d) After the Permit is signed, single or occasional use cancellations will be permitted only if initiated by the Permit Holder and under the following conditions:
 - i. A minimum of ten (10) business day's written notice is provided to the Bookings Clerk.
 - ii. If cancelling with less than ten (10) business day's notification, a refund will not be issued. The Permit Holder is financially responsible for the time booked if unused.
 - iii. A cancellation fee of 25% per facility hour affected by the cancellation request will be applied.
 - (e) Youth organizations may turn back ice/floor time booked during playoffs once playoff schedules are confirmed.
 - (f) The Permit Holder may be entitled to the return of the aforementioned cancellation fee, less 25% of the total cost of the cancelled time, where the Town successfully sells the cancelled time to another party.
5. The Town reserves the right to cancel this Permit at any time and for any reason, without notice, should it be determined in the Town's sole and absolute discretion that the Permit Holder has failed to comply with the terms of this Permit. The Permit may be cancelled on a short-term notice due to mechanical failures or infrastructure safety reasons. The Town shall not be liable in any manner for any losses claims or damages resulting from changes or cancellations.
6. No person, organization, association or minor sports group shall transfer or sublet any time allocated, or part thereof, for value or otherwise. If any person, organization, association or minor sports group transfers or sublets any time allocated or any part thereof, or permits such transfer or sublet, their Permit shall be terminated without notice and the Town will issue a refund of fees on a prorated basis.

Policy Adherence

7. The Customer shall be responsible for the conduct and supervision of all persons attending the Town Facility pursuant to this Permit and shall see that the Terms and Conditions of this Permit, including the following By-Laws, policies and provisions are adhered to:
- (a) The Town will not tolerate the consumption of alcohol in areas other than those licensed under a Special Occasion Permit. Should any person associated with the Permit Holder be found with alcohol in any part of the facility not licensed for such use, the Permit Holder automatically forfeits their contract time for the season. Please note

that any evidence of alcohol consumed by your group during your time at the Town facility will result in your group being suspended and could become a police matter. Please remind your coaches, players, parents, trainers, etc.

- (b) The Town's Smoke Free Public Places By-Law 2019-41, as amended, provides that all Town facilities are 100% smoke free at all times with no exceptions. Further prohibitions are provided in the By-Law, as amended, which can be obtained on the Town's website.
- (c) All skaters/players (including coaches/trainers) are required to wear a CSA approved helmet if sports equipment is in use while on the playing surface. It is the responsibility of the Permit Holder to ensure compliance with this rule.
- (d) Only authorized trained personnel shall operate the scoreboard/music system.

Insurance, Waiver of Liability and Indemnification:

8.

- (a) The Permit Holder hereby agrees to indemnify and save completely harmless the Corporation of the Town of Bradford West Gwillimbury, its elected officials, agents, employees, servants and/or volunteers, from and against all claims, demands, losses, damages, debts, actions, causes of action, suits, proceedings or costs whatsoever, at law or in equity, suffered or incurred by the Town whether directly or indirectly, as a result of this Permit, including but not limited to any failure by the Permit Holder to comply with the terms of this Permit, or as a result of any other matter or thing in connection therewith or pertaining thereto except to the extent that such loss arises from the independent gross negligence of the Town.
- (b) Without limiting the generality of the foregoing, the Corporation of the Town of Bradford West Gwillimbury will not be responsible for personal injury or damage or for the loss or theft of any property of the Permit Holder, or anyone attending the Town facility as a result of this Permit. Under no circumstance shall the Town be responsible for the care of or safekeeping of any property of the Permit Holder, its invitees or guests, or any damages thereto by any cause whatsoever, despite any undertaking unless such undertaking is provided in writing.
- (c) Further, the Permit Holder shall be responsible for damages to Town facilities and/or Town property arising out of the use of the Town facilities by the Permit Holder, its guests or invitees further to this Permit.

9.

- (a) Prior to the start date and for the entire duration of this Permit, the Permit Holder shall obtain and maintain insurance coverage as outlined below, provided by an insurance company licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided by the Town in the form of a Certificate of Insurance signed by an authorized signatory prior to the start date and as otherwise specified below:

- (i) Commercial General Liability insurance policy in the amount of \$2,000,000 or \$5,000,000.00 per occurrence, at the discretion of the Town, that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Permit Holder or anyone for whom the Permit Holder may be responsible at law; and
 - (ii) Such other insurance which the Permit Holder or the Town, acting reasonably, may require from time to time, in amounts and for risks against which a prudent Permit Holder would insure.
- (b) Insurance policies required to be maintained by the Permit Holder must:
- (i) Name the Permit Holder as insured;
 - (ii) Name the Corporation of the Town of Bradford West Gwillimbury, and such other parties as the Town may designate, as additional insured;
 - (iii) Be in form and substance satisfactory from time to time to the Town, acting reasonably;
 - (iv) Be non-contributing with and applicable only as primary and not as excess to any other insurance available to the Town, if any;
 - (v) Not be invalidated as respects the interest of the Town or any other person named as an additional insured by reason of any breach or violation of any warranties, representations, declarations or conditions contained in the policies; and
 - (vi) Contain an agreement on the part of the insurer to notify the Town in writing by registered mail at least 30 days before any cancellation or termination of the policy or any change to the policy that reduces or restricts coverage.
- (c) The cost of premiums for each and every such policy shall be paid by the Permit Holder. Liability insurance can be purchased through the Town if Permit Holders do not have their own policy.



Time

- 10. One hour of ice/floor rental shall consist of 50 minutes. Resurfacing is at the discretion of the Town's Arena Supervisor. No one other than Town Staff are permitted on the ice during resurfacing.
- 11. Dressing rooms must be vacated in reasonable, clean fashion no later than 30 minutes after actual rental. No extended team meetings to take place in the change rooms. Dressing rooms are to be left as they were found, failing which a cleaning fee may be charged back to the customer.

Capacity and Patrols

12. The Corporation of the Town of Bradford West Gwillimbury adheres to O.R.F.A (Ontario Recreational Facilities Association) recommended practice that the load capacity for an average ice surface be no more than 180 persons (approximately 100 square feet per skater).
13. For Public Skating Programs, the Permit Holder shall ensure proper and appropriate ice supervision in accordance with ORFA Recommended Practice for Public Skating Safety, as follows:

Patrol on Ice (Patrol to Skater Ratio):

- 1 Ice Patrol (1 to 59 persons)
- 2 Ice Patrol (60 to 119 persons)
- 3 Ice Patrol (120 to 180 persons)

Source: ORFA Recommended Practice for Public Skating Safety

Miscellaneous

14. The Town has adopted a Facility Allocation Guide. The objective of this guide is to create and define categories of users, determine a priority of allocation for each of the groups within these categories.
15. Where organizations using Town facilities require food services for fundraising events they must contact the Concession Operator to acquire said services. Under no circumstances shall such groups prepare, sell, or provide food without receiving the approval of the Concession Operator in writing.
16. This Permit may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. This Permit may be executed and scanned and delivered by electronic transmission and, when so executed and delivered, will be deemed an original.
17. If any part of this Permit is found to be illegal or otherwise unenforceable by a court of competent jurisdiction, the remainder of this Permit and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
18. References herein to any legislation, regulation or By-Law or provision thereof include same as amended, revised, and/or consolidated from time to time and successor thereto. The use of words in the singular or plural or with a particular gender will not limit the scope or exclude the application of any provision of this Permit to such party or circumstances as the context otherwise permits. The headings in this Permit are inserted for convenience only and are not to be used as a means of interpreting this Permit.

19. The Town reserves the right to add conditions to this Permit where, acting reasonably, it is deemed in the best interests of the Town to do so. Such amendments shall be provided to the Permit Holder in writing in advance. Should the Permit Holder wish to terminate this Permit as a result of an amendment made pursuant to this section, the Permit Holder shall be entitled to reimbursement of rental fees paid or payable for any remaining time under this Permit.
20. The Town further reserves the right to alter this contract when necessary due to play-offs, special occasions, tournaments, etc.
21. All ice users are expected and agree to use their permitted space only for the intended purpose. Ice users are not to have team “warm up” sessions in any lobby or hallway area, the skate change area or to be running through the arena stands during another group’s ice session. Users are not to block public space or stairs or to use a soccer ball (or other similar type of equipment) for warming up. Failure to comply with these expectations may result in suspension of permit and/or payment for any damages that occur.
22. For user groups, Permits shall be signed by the contact person, who will become the Permit Holder, as confirmation of the booking(s) and understanding of facility rules and regulations.



By signing the Permit, the Permit Holder agrees to be bound by the Terms and Conditions of this Permit and hereby warrants and represents that they execute this Permit on behalf of the Permit Holder and has sufficient power, authority and capacity to bind the Permit Holder with their signature.

APPLYING FOR A FIELD PERMIT

1. SCHEDULING OF SPORTS FIELDS

All scheduling of ball diamonds and soccer pitches in Bradford West Gwillimbury is coordinated by Community Services. Scheduling of sports fields will be based upon the previous year's allocation, unless there is a need to modify the schedule. Community Services reserves the right to allocate permit locations based on appropriate programming space. Each year, Community Services will co-ordinate a User Group Meeting, typically held in March. This meeting will review the past season, report on any new initiatives for the upcoming season, outline the user fees, and confirm user requests for field time and tournament play.

All user groups must take into consideration the available facilities when considering potential growth in programs within their organizations.

No field use in April. Practices may begin May 1, weather permitting. Regular playing season begins Tuesday, following the May long weekend to September 30th, weather permitting.

2. ORDER OF ALLOCATIONS

Bradford West Gwillimbury residents are given priority over non-residents (groups must consist of 80% Bradford West Gwillimbury residents to be considered as a resident rental).

Rental requests will be prioritized and handled as follows:

- a. Local Minor Groups
- b. Local Adult Leagues
- c. Regional Minor Groups
- c. Schools
- d. Private rentals

Past participant's requests are processed allocating the same time and location they have had in previous years. When time is turned back, the order of allocations process will apply. It is not the intent of this guide to remove time from historical users.

Please complete the attached application form and return to the Bookings Clerk.

3. TIMELINES (BALL DIAMONDS)

For All Ball Groups:

May 1 - Submit full season game and practice schedule along with proof of registration numbers to Community Services.

May 15 - Permit/invoice will be issued; **full payment is due upon receipt.**

Signed permits must be returned to Community Services prior to any facility use.

Please include your association's proof of Insurance, naming the Town of Bradford West Gwillimbury as an "additional insured", for our records.

4. TIMELINES (SOCCER)

For Minor Soccer:

- a. Seasonal weekly field allocation will be confirmed at the User Group Meeting.
- b. Specific field schedules to be submitted to Community Services as confirmed by the league.
- c. Registration numbers to be submitted to Community Services.
- d. **May 15** - Permit/invoices will be issued to all groups with **full payment due upon receipt.**

For Adult Soccer:

- a. **May 1** - Authorized team schedules to be submitted to Community Services.
- b. **May 15** - Permit/invoices will be issued to all groups with **full payment due upon receipt.**

Signed permits must be returned to Community Services prior to any facility use. Please include your association's proof of insurance, naming the Town of Bradford West Gwillimbury as an "additional insured", for our records.

5. PROCEDURES FOR DETERMINING FIELD USE IN FOUL WEATHER

The Supervisor of Parks & Property or designate will assess the condition of the playing surfaces and determine if the facilities will be suitable for play. If deemed unsuitable for play, all affected fields will be marked unplayable as required and the Bookings Clerk will contact all affected user groups.

If the facilities are suitable for play at the end of the work day and a weather event causes their condition to become unplayable, the responsibility to postpone the game rests with the umpire or referee. If the user group fails to abide by this, they will be responsible for any additional risk and all damages caused to the facility, and may also result in the loss of permit privileges.

To check field status, please go to www.townofbwg.com, hover over Town Services, click on Leisure, Parks & Property, then click Halls, Arenas and Sports Fields, then Check Sports Field Status.

6. **FIELD LIGHTS**

Sports field lighting is provided at Joe Magani Park, Henderson Field, Henderson Park and Centennial Park and is on a timer system. The start/stop buttons are located in a locked box which can be accessed by a key which is provided to user groups.

Lights can be turned on after 7:00pm by accessing the box with the key provided and pressing the start button. At the end of the game, please push the stop button to turn the lights off and ensure the box is locked up again.

*** Start time will be adjusted to 6pm after August 15th ***

*** Keys must be signed out from the Facilities Booking Clerk at the Community Services Office at 3541 Line 11, and returned at the end of the season ***

7. **EQUIPMENT STORAGE BOXES**

Storage boxes are to be supplied by the user group, and can be stored on site, with the storage box and its location being approved by Community Services.

8. **PUBLIC WASHROOMS**

There are washroom and change room facilities available at the various sports field locations; some are inside buildings and some are portable toilets. All washroom facilities are on a regular cleaning schedule, some by Town staff and some by a third party contractor.

Keys to access park washrooms can be issued and signed out from Community Services, at the discretion of the Bookings Clerk as required. User groups will administer keys to selected coaches and officials, and be responsible for maintaining proper key inventories.

9. **COMMUNICATION**

Community Services encourages ongoing communication with all user groups. For any questions, comments or general correspondence, we can be reached at:

For bookings and schedules:	Arenas, Fields	905-775-5366 x5202
	Halls, Meeting Rooms	905-775-5369 X5200
For maintenance issues:	Supervisor of Parks & Properties	905-775-5366 x5203
For after-hours assistance:	On-Duty Parks Staff	905-953-6379
	Henderson	905-953-6384

10. SUBMIT THE APPLICATION TO:

Town of Bradford West Gwillimbury
Community Services Department
Attention: Bookings Clerk
3541 Line 11, PO Box 160
Bradford, Ont., L3Z 2A8
Fax: 905-778-4343

11. CONTACT THE BOOKINGS CLERK

Teresa Fairbarn, Bookings Clerk
905-775-5366 Ext. 5202
tfairbarn@townofbwg.com

Melissa Kovacs, Administration Clerk
905-775-5369 Ext. 5200
mkovacs@townofbwg.com

Monday through Friday, 8:30am-4:30pm

APPENDIX C – OUTDOOR SPORT & AMENITY RENTALS

THE TERMS AND CONDITIONS CONTAINED IN THIS APPENDIX C FORM A BINDING PART OF YOUR PERMIT AND HAVE THE SAME EFFECT AS IF THE INFORMATION CONTAINED HEREIN WERE CONTAINED IN THE BODY OF THE PERMIT.

Payment

2.

- (f) All rental fees payable under this Permit must be paid by the payment date by: Visa, MasterCard, Debit, Cash or Cheque
 - ii. Cheques must be made payable to “Town of Bradford West Gwillimbury”. Cheques will only be accepted if provided at least 30 days prior to the Start Date. **NSF Cheques** - A service charge of \$50.00 will be charged for payments made by the Customer that are returned to the Town of Bradford West Gwillimbury.
- (g) For seasonal contract Permit Holders, post-dated cheques must be dated as per the payment date schedule listed on the permit.
- (h) For single use or spot bookings, payments are due at the time of the booking confirmation.
- (i) For multi-weekly bookings, a payment schedule may be arranged where the last payment shall be received 30 days prior to the last month of activity.
- (j) Overdue accounts will be subject to an interest charge of 1.25% per month. Accounts in arrears will be sent to third party collection and the client will be denied access to future Town bookings.

2. Failure to have your signed Permit and payment delivered (and received) at Community Services (3541 Line 11) by the payment due date will void this Permit.

Cancellation

- 4. In the event of cancellation by the Permit Holder, where notice is given at least 1 month prior to the scheduled time, a cancellation fee equal to 25% of the rental fee paid or payable for the cancelled time will be charged to the Permit Holder. Where notice is given less than 1 month prior to the scheduled time, the Permit Holder shall forfeit the full rental fee paid or payable for the cancelled time.
- 5. The Town of Bradford West Gwillimbury has the right to control all outdoor sport and amenity distribution and use of Town owned facilities for the duration of the Permit. The Town has a responsibility to manage the negative impact that returned time has on the Town and the user groups. In order to control this, the Town will apply the following practices regarding unused, returned, amended and cancelled time.
 - (f) Permanent seasonal cancellations will only be accepted until May 15 of that season (for spring/summer).


- (g) Organizations interested in avoiding specific days or blocks of time within the booking period, must request such exceptions when submitting applications.
 - (h) After the Permit is signed, single or occasional use cancellations will be permitted only if initiated by the Permit Holder and under the following conditions:
 - i. A minimum of ten (10) business day's written notice is provided to the Bookings Clerk.
 - ii. If cancelling with less than ten (10) business day's notification, a refund will not be issued. The Permit Holder is financially responsible for the time booked if unused.
 - iii. A cancellation fee of 25% per facility hour affected by the cancellation request will be applied.
 - (i) Youth organizations may turn back time booked during playoffs once playoff schedules are confirmed.
 - (f) The Permit Holder may be entitled to the return of the aforementioned cancellation fee, less 25% of the total cost of the cancelled time, where the Town successfully sells the cancelled time to another party.
6. The Town reserves the right to cancel this Permit at any time and for any reason, without notice, should it be determined in the Town's sole and absolute discretion that the Permit Holder has failed to comply with the terms of this Permit. The Permit may be cancelled on a short-term notice due to mechanical failures or infrastructure safety reasons. The Town shall not be liable in any manner for any losses claims or damages resulting from changes or cancellations.
7. No person, organization, association or minor sports group shall transfer or sublet any time allocated, or part thereof, for value or otherwise. If any person, organization, association or minor sports group transfers or sublets any time allocated or any part thereof, or permits such transfer or sublet, their Permit shall be terminated without notice and the Town will issue a refund of fees on a prorated basis.

Policy Adherence

8. The Customer shall be responsible for the conduct and supervision of all persons attending the Town facility pursuant to this Permit and shall see that the Terms and Conditions of this Permit, including the following By-laws, policies and provisions are adhered to:
- (e) The Town will not tolerate the consumption of alcohol in areas other than those licensed under a Special Occasion Permit. Should any person associated with the Permit Holder be found with alcohol in any part of the facility not licensed for such use, the Permit Holder automatically forfeits their contract time for the season. Please note that any evidence of alcohol consumed by your group during your time at the Town facility will result in your group being suspended and could become a police matter. Please remind your coaches, players, parents, trainers, etc.

- (f) The Town's Smoke Free Public Places By-law 2019-41, as amended, which provides that all Town facilities are 100% smoke free at all times with no exceptions. Further prohibitions are provided in the By-Law, as amended, which can be obtained on the Town's website.
- (g) Parklands and Properties: Town Parks Restrictions By-law1994-084

Insurance, Waiver of Liability and Indemnification:

- 9.
 - (a) The Permit Holder hereby agrees to indemnify and save completely harmless the Corporation of the Town of Bradford West Gwillimbury, its elected officials, agents, employees, servants and/or volunteers, from and against all claims, demands, losses, damages, debts, actions, causes of action, suits, proceedings or costs whatsoever, at law or in equity, suffered or incurred by the Town whether directly or indirectly, as a result of this Permit, including but not limited to any failure by the Permit Holder to comply with the terms of this Permit, or as a result of any other matter or thing in connection therewith or pertaining thereto except to the extent that such loss arises from the independent gross negligence of the Town.
 - (b) Without limiting the generality of the foregoing, the Corporation of the Town of Bradford West Gwillimbury will not be responsible for personal injury or damage or for the loss or theft of any property of the Permit Holder, or anyone attending the Town facility as a result of this Permit. Under no circumstance shall the Town be responsible for the care of or safekeeping of any property of the Permit Holder, its invitees or guests, or any damages thereto by any cause whatsoever, despite any undertaking unless such undertaking is provided in writing.
 - (c) Further, the Permit Holder shall be responsible for damages to Town facilities and/or Town property arising out of the use of the Town facilities by the Permit Holder, its guests or invitees further to this Permit.
- 10.  Prior to the start date and for the entire duration of this Permit, the Permit Holder shall obtain and maintain insurance coverage as outlined below, provided by an insurance company licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided by the Town in the form of a Certificate of Insurance signed by an authorized signatory prior to the start date and as otherwise specified below:
 - (iii) Commercial General Liability insurance policy in the amount of \$2,000,000 or \$5,000,000.00 per occurrence, at the discretion of the Town, that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Permit Holder or anyone for whom the Permit Holder may be responsible at law; and
 - (iv) Such other insurance which the Permit Holder or the Town, acting reasonably, may require from time to time, in amounts and for risks against which a prudent Permit Holder would insure.


- (d) Insurance policies required to be maintained by the Permit Holder must:
- (vii) Name the Permit Holder as insured;
 - (viii) Name the Corporation of the Town of Bradford West Gwillimbury, and such other parties as the Town may designate, as additional insured;
 - (ix) Be in form and substance satisfactory from time to time to the Town, acting reasonably;
 - (x) Be non-contributing with and applicable only as primary and not as excess to any other insurance available to the Town, if any;
 - (xi) Not be invalidated as respects the interest of the Town or any other person named as an additional insured by reason of any breach or violation of any warranties, representations, declarations or conditions contained in the policies; and
 - (xii) Contain an agreement on the part of the insurer to notify the Town in writing by registered mail at least 30 days before any cancellation or termination of the policy or any change to the policy that reduces or restricts coverage.
- (e) The cost of premiums for each and every such policy shall be paid by the Permit Holder. Liability insurance can be purchased through the Town if Permit Holders do not have their own policy



Procedures for Determining Field use in Inclement Weather

11. During periods of changeable, adverse weather conditions where fields remain open, umpires/referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage potential. If fields are judged to be unfit, the game or practice must not be played. Failure to comply with these conditions may result in a damage charge.
12. If conditions outlined below are present, fields must be deemed unplayable:
 - a) Pooling of water on the surface of the field;
 - b) Poor/slippery surfaces due to water soaked fields;
 - c) Water sponging up around one's feet when walking on the field.
13. On-Site rain outs must be emailed to the Bookings Clerk within 48 hours of the rain out to be accepted.

Miscellaneous

14. The Town has adopted a Facility Allocation Guide. The objective of this guideline is to create and define categories of users and determine a priority of allocation for each of the groups  in these categories.

15. The Town reserves the right to permit the use of tents, booths and other associated structures, the location of which is subject to the Town's Manager of Parks & Property, or **their** designates, prior approval.
16. This Permit may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. This Permit may be executed and scanned and delivered by electronic transmission and, when so executed and delivered, will be deemed an original.
17. If any part of this Permit is found to be illegal or otherwise unenforceable by a court of competent jurisdiction, the remainder of this Permit and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
18. References herein to any legislation, regulation or By-law or provision thereof include same as amended, revised, and/or consolidated from time to time and successor thereto. The use of words in the singular or plural or with a particular gender will not limit the scope or exclude the application of any provision of this Permit to such party or circumstances as the context otherwise permits. The headings in this Permit are inserted for convenience only and are not to be used as a means of interpreting this Permit.
19. The Town reserves the right to add conditions to this Permit where, acting reasonably, it is deemed in the best interests of the Town to do so. Such amendments shall be provided to the Permit Holder in writing in advance. Should the Permit Holder wish to terminate this Permit as a result of an amendment made pursuant to this section, the Permit Holder shall be entitled to reimbursement of rental fees paid or payable for any remaining time under this Permit.
20. The Town further reserves the right to alter this contract when necessary due to play-offs, special occasions, tournaments, etc.
21. **For** user groups, Permits shall be signed by the contact person, who will become the Permit Holder, as confirmation of the booking(s) and understanding of facility rules and regulations.

****PLEASE NOTE THAT FIELD USERS ARE IN CHARGE OF TURNING ON AND OFF LIGHTS THEMSELVES. THE SWITCH IS LOCATED ON THE POST CLOSEST TO YOUR FIELD**

By signing the Permit, the Permit Holder agrees to be bound by the Terms and Conditions of this Permit and hereby warrants and represents that they execute this Permit on behalf of the Permit Holder and has sufficient power, authority and capacity to bind the Permit Holder with their signature,

APPLYING FOR A MEETING ROOM/BANQUET HALL PERMIT

The Town of Bradford West Gwillimbury offers meeting rooms and banquet halls for rent to the public. If your organization is interested in booking meeting space or hosting your annual banquet, the application form is attached, or can be picked up at the Community Services office. To submit your request, please fill it out and return it to Community Services at 3541 Line 11 or by fax at 905-778-4343. You can view facility availability online at <http://www.townofbwg.com> then scroll to the bottom and click on the link for Facility Availability. Click on check availability, and then filter by the 'facility type' to bring up the appropriate area of interest.

APPENDIX B – HALL RENTALS

THE TERMS AND CONDITIONS CONTAINED IN THIS APPENDIX B FORM A BINDING PART OF YOUR PERMIT AND HAVE THE SAME EFFECT AS IF THE INFORMATION CONTAINED HEREIN WERE CONTAINED IN THE BODY OF THE PERMIT.

Payment

1.

- (k) All rental fees payable under this Permit must be paid by the payment date by: Visa, MasterCard, Debit, Cash or Cheque
 - i. Cheques must be made payable to "Town of Bradford West Gwillimbury". Cheques will only be accepted if provided at least 30 days prior to the Start Date. **NSF Cheques** - A service charge of \$50.00 will be charged for payments made by the Customer that are returned to the Town of Bradford West Gwillimbury.
 - ii. A 25% or \$50 (whichever is greater) non-refundable deposit is required for all facility bookings. If the event is within 30 days, payment shall be made in full. Payments must be made according to the payment plan as outlined within the Permit.
 - iii. Changes or alterations to the Permit (including but not limited to extensions of booking times, or date changes) may only be authorized and agreed upon by the Town and the Permit Holder, jointly, and in writing. Any unauthorized additional time used by the Permit Holder or any guest of the Permit Holder (including setup/clean up time), beyond those booked and stated in the Permit shall be subject to overtime charges.
 - iv. Overdue accounts will be subject to an interest charge of 1.25% per month. Accounts in arrears will be sent to third party collection and the client will be denied access to future Town bookings.
 - v. Permits are not transferable to any other person or organization.

2. Facility-Specific Provisions:

- (i) For rentals of the following facilities, the use of the kitchen/kitchenette is included in the rental fees:
 - (i) Bradford & District Memorial Community Centre - Auditorium;
 - (ii) Bond Head Community Hall;
 - (iii) Newton Robinson Hall; or
 - (iv) BWG Leisure Centre – Multi Purpose Rooms.

Use of the kitchen is intended for warm up purposes only, and not to be used to cook meals.
- (ii) Licensed rentals are available at the following facilities:
 - (i) Bradford & District Memorial Community Centre - Auditorium; or
 - (ii) Bond Head Hall.
- (iii) Unlicensed rentals are available at the following facilities:
 - (i) Bradford & District Memorial Community Centre – Auditorium;
 - (ii) Bond Head Community Hall;
 - (iii) Newton Robinson Hall; or
 - (iv) BWG Leisure Centre – Multi Purpose Rooms, Activity Room;
- (iv) Meeting room rentals are available at the below facilities, as well as all facilities in section (2.iii)
 - (i) Fire Hall Community Room
- (v) Rental fees are payable as per the Town's Fees & Service Charges By-law.

Set Up, Take Down and Clean Up

- 3. Arrangements for setting up for a function must be made at least 14 days in advance of the event date (or at the time of the booking if booking is made less than 14 days prior to event). Town staff will set up tables and chairs according to the floor plan provided, if any for the BWG Leisure Centre rooms only. If no floor plan is provided, tables and chairs will be set up according to the number of attendees. Where tables and chairs are arranged or re-arranged by the Permit Holder, all exits must be kept free and clear of obstructions at all times. Tables and chairs are not to be removed from the facility.
- 4. Access to the facility on the day of the function will be limited to the start time. Access to the facility prior to the start time will only be permitted upon prior consent of the Town, and payment of an additional charge as provided in the Town's Fees & Service Charges By-Law.
- 5. The use of confetti, rice, glitter, sparkles or straw bales are not permitted in the facility or anywhere on the premises. Should these items be found following the function, the cost of clean-up will be charged to the Permit Holder and payable within 30 days of date of invoice.

6. Decorations shall not be secured to any walls or ceilings. Free standing decorations are acceptable.
7. During the function, the Permit Holder shall be responsible for:
 - (i) Removing excess empty bottles and glasses from tables;
 - (ii) Putting all garbage in bags, provided;
 - (iii) Immediate mopping of all spills.
8. At the completion of the function, the Permit Holder is responsible for cleaning up the facility, leaving the facility in the same or better condition as it was found, including but not limited to:
 - (i) Removing all bottles and glasses from tables and disposing of same appropriately;
 - (ii) Putting all garbage in bags, provided;
 - (iii) Removing all privately-owned tables, trestles, decorations, signage, dishes, liquids (including alcoholic beverages), etc.

Clean up of the facility must be done immediately following the function. Permission shall not be granted to return the next day or thereafter for clean up.
9. All events are required to vacate the facility by the end time. Failure to vacate the facility by the end time will result in a payment in advance of an additional charge as provided in the Town's Fees & Service Charges By-Law.

Cancellation

10. In the event of cancellation by the Permit Holder, where notice is given at least 60 days prior to the scheduled time, no cancellation fee is payable. Where notice is given less than 60 days prior to the schedule time, the Permit Holder shall forfeit 50% of the full rental fee.
11. **Cancellation by the Town:**

The Town reserves the right to cancel this Permit:

 - (i) at any time and for any reason, without notice, should it be determined in the Town's sole and absolute discretion that the Permit Holder has failed to comply with the terms of this Permit. The Permit Holder shall not be entitled to a refund of any rental fees paid;
 - (ii) at any time, without notice, if the facility is required for emergency purposes, as determined by the Town. The Permit Holder shall be entitled to a full refund of rental fees paid; or
 - (iii) Upon seven (7) days' written notice. The Permit Holder shall be entitled to a full refund of rental fees paid.

Legislative, By-Law and Policy Adherence

The Permit Holder shall be responsible for the conduct and supervision of all persons attending the Town facility pursuant to this Permit and shall see that the Terms and Conditions of this Permit, including the following By-Laws, policies and provisions are adhered to:

- (h) Capacity for each facility is governed by the Town's Fire Regulations, and specified at each facility. The Permit Holder is responsible for reading and becoming familiar with the Fire Plan approved for the facility. In the event of a fire, the approved Fire Plan is to be followed.
- (i) The *Ontario Fire Code*, including, but not limited to section 2.4.4.1(1), which prohibits, among other things, open flames, such as candles, fireworks and sparklers, in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless use has been approved.
- (j) Liquor is not permitted to be sold, provided or consumed on any portion of Town Property, with the exception of within the area of the facility where the Permit Holder has obtained the appropriate authorizations, permissions and licenses from the AGCO, in advance, with evidence of same provided to the Town. All licensed events must have Smart Serve staff on duty at all times. The liquor permit must be displayed on the board provided at each facility further to the Permit Holder's legal obligation. Alcoholic beverages must not be served to minors.
- (k) The Town's Municipal Alcohol Policy must be reviewed and signed.
- (l) The law requires Permit Holders to make sufficient food available to guests as well as offer non-alcoholic beverages, when serving alcohol.
- (m) Music is permitted within Town facilities as long as an Entandem fee has been collected, as the Town is required to submit third party fees to Entandem. This includes live and recorded music such as ipods, smart devices, and CD's.
- (n) For health and safety reasons, animals and pets are not allowed within Town facilities with the exception of service animals.
- (o) The Town's Smoke Free Public Places By-law 2019-41, as amended, which provides that all Town facilities are 100% smoke free at all times with no exceptions. Further prohibitions are provided in the By-Law, as amended, which can be obtained on the Town's website.
- (p) Parklands and Properties: Town Parks Restrictions By-law 1994-084
- (q) Loitering: Loitering on Streets and Municipal Property By-law 1994-079
- (r) Noise Control: Noise Control By-law 2008-083

(s) In accordance with sections 201 to 207 of the *Criminal Code*, as amended, all forms of gaming, betting, lotteries and games of chance, including but not limited to 50/50 tickets, blackjack tables, roulette wheels, etc., are not permitted and strictly prohibited on the premises, absent a valid provincial gaming license issued to the Permit Holder and produced to the Town prior to commencement of the Permit. Please contact the Town's Licensing Officer for more information.

13. In the event the Permit Holder fails to comply with this section, or does anything on the premises that is not authorized by or done pursuant to any required provincial license, this Permit shall be deemed automatically terminated, and the Permit Holder shall forfeit any rental fee and deposit paid to the Town.

14. The Town reserves the right in its sole and absolute discretion to designate Town employees or agents, to attend any function to ensure that all regulations are being observed and respected. Without limiting the generality of the foregoing, the Town may arrange for, at minimum, two (2) security personnel from the South Simcoe Police Services to attend a function, with such costs borne by the Permit Holder.

Insurance, Waiver of Liability and Indemnification:

15.

(a) The Permit Holder hereby agrees to indemnify and save completely harmless the Corporation of the Town of Bradford West Gwillimbury, its elected officials, agents, employees, servants and/or volunteers, from and against all claims, demands, losses, damages, debts, actions, causes of action, suits, proceedings or costs whatsoever, at law or in equity, suffered or incurred by the Town whether directly or indirectly, as a result of this Permit, including but not limited to any failure by the Permit Holder to comply with the terms of this Permit, or as a result of any other matter or thing in connection therewith or pertaining thereto except to the extent that such loss arises from the independent gross negligence of the Town.

(b) Without limiting the generality of the foregoing, the Corporation of the Town of Bradford West Gwillimbury will not be responsible for personal injury or damage or for the loss or theft of any property of the Permit Holder, or anyone attending the Town facility as a result of this Permit. Under no circumstance shall the Town be responsible for the care of or safekeeping of any property of the Permit Holder, its invitees or guests, or any damages thereto by any cause whatsoever, despite any undertaking unless such undertaking is provided in writing.

(c) Further, the Permit Holder shall be responsible for damages to Town facilities and/or Town property arising out of the use of the Town facilities by the Permit Holder, its guests or invitees further to this Permit.

16. All equipment, goods, wares, including but not limited to decorations, electronics, merchandise, food products, alcohol, etc. delivered by or for the Permit Holder at the facility or stored at the facility for the Permit Holder for use at the function shall be at and remain solely at the Permit Holder's risk. The Town shall not be responsible for the care or safekeeping thereof or any damages thereto by any cause whatsoever, unless expressly provided for in writing.
- 17.
- (a) Prior to the start date and for the entire duration of this Permit, the Permit Holder shall obtain and maintain insurance coverage as outlined below, provided by an insurance company licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided by the Town in the form of a Certificate of Insurance signed by an authorized signatory prior to the start date and as otherwise specified below:
 - (v) Commercial General Liability insurance policy in the amount of \$2,000,000 or \$5,000,000.00 per occurrence, at the discretion of the Town, that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Permit Holder or anyone for whom the Permit Holder may be responsible at law; and
 - (vi) Such other insurance which the Permit Holder or the Town, acting reasonably, may require from time to time, in amounts and for risks against which a prudent Permit Holder would insure.
 - (b) Insurance policies required to be maintained by the Permit Holder must:
 - (xiii) Name the Permit Holder as insured;
 - (xiv) Name the Corporation of the Town of Bradford West Gwillimbury, and such other parties as the Town may designate, as additional insured;
 - (xv) Be in form and substance satisfactory from time to time to the Town, acting reasonably;
 - (xvi) Be non-contributing with and applicable only as primary and not as excess to any other insurance available to the Town, if any;
 - (xvii) Not be invalidated as respects the interest of the Town or any other person named as an additional insured by reason of any breach or violation of any warranties, representations, declarations or conditions contained in the policies; and
 - (xviii) Contain an agreement on the part of the insurer to notify the Town in writing by registered mail at least 30 days before any cancellation or termination of the policy or any change to the policy that reduces or restricts coverage.
 - (c) The cost of premiums for each and every such policy shall be paid by the Permit Holder. Liability insurance can be purchased through the Town if Permit Holders do not have their own policy.

Miscellaneous

18. The signatory on this Permit must be 18 years of age or older and must be in attendance throughout the function.
19. Adults must supervise children at all times. All minors' functions and activities must be chaperoned by an individual(s) 18 years of age or older. For every 10 minors, one adult chaperone must be in attendance. For example, 7 children would require one chaperone; 11 children would require 2 chaperones.
20. The sale of any items including food is prohibited in all facilities unless previously approved by the Town.
21. All organizations or groups using a facility must clearly specify the official name of the group in any advertisements. Any announcement or notices to publicize an activity should not be posted or distributed within Town facilities without prior approval from the Town.
22. This Permit may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. This Permit may be executed and scanned and delivered by electronic transmission and, when so executed and delivered, will be deemed an original.
23. If any part of this Permit is found to be illegal or otherwise unenforceable by a court of competent jurisdiction, the remainder of this Permit and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
24. References herein to any legislation, regulation or By-Law or provision thereof include same as amended, revised, and/or consolidated from time to time and successor thereto. The use of words in the singular or plural or with a particular gender will not limit the scope or exclude the application of any provision of this Permit to such party or circumstances as the context otherwise permits. The headings in this Permit are inserted for convenience only and are not to be used as a means of interpreting this Permit.
25. The Town reserves the right to add conditions to this Permit where, acting reasonably, it is deemed in the best interests of the Town to do so. Such amendments shall be provided to the Permit Holder in writing in advance. Should the Permit Holder wish to terminate this Permit as a result of an amendment made pursuant to this section, the Permit Holder shall be entitled to reimbursement of rental fees paid or payable for any remaining time under this Permit.

By signing the Permit, the Permit Holder agrees to be bound by the Terms and Conditions of this Permit and hereby warrants and represents that they execute this Permit on behalf of the Permit Holder and has sufficient power, authority and capacity to bind the Permit Holder with their signature.

TOURNAMENTS AND SPECIAL EVENTS

Booking requests for tournaments will be considered if made 1 full year in advance so the dates can appear as exclusion dates on group and organization seasonal permit schedules. This is to ensure the tournament and/or special event is appropriately staffed and has all the necessary equipment it requires to be successful. If you are planning a tournament or special event, please complete the application form attached and return it to the Community Services division. Staff will be in touch with you at a later date to make all necessary arrangements and confirm permit requirements.

FACILITY WATCH PROGRAM

Participation in recreation activities is an important element in the human development process. The Town of Bradford West Gwillimbury operates facilities and programs which encourage such participation, and is committed to ensuring the safety of patrons and Town staff.

The Town of Bradford West Gwillimbury recognizes that the majority of patrons use Town facilities in a responsible manner. The cost of repairing facilities that have been damaged through violence should not be the responsibility of patrons or the general public, but should be the responsibility of the offender. As such, the Town of Bradford West Gwillimbury, with the cooperation of the South Simcoe Police Service, has developed the Facility Watch Program to assist with the prevention of violence and vandalism in Town facilities. Please report any violence or vandalism that you happen to witness.

ALCOHOL CONSUMPTION AT TOWN FACILITIES

The Town of Bradford West Gwillimbury owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption can be permitted under the authority of a Special Occasion Permit. As per the Municipal Alcohol Policy, alcohol consumption is not permitted in any parks or arena facilities, including dressing rooms.

In order to receive a permit from the Town of Bradford West Gwillimbury, each group/organization must read the Municipal Alcohol Policy and sign the Sports and Facility Activity Agreement, attached at the back of this Guide. If this agreement is not signed, a permit will not be issued.

Operations personnel have been instructed to report any violation of this policy and where groups are found to be non-compliant, permits will be suspended and/or cancelled.



MUNICIPAL FREEDOM OF INFORMATION ACT AND PROTECTION OF PRIVACY

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information collected by the Town of Bradford West Gwillimbury is pursuant to the Municipal Act, R.S.O, 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities, registering program participants and verifying registration numbers. Inquires may be directed to the Director of Community Services at (905)-775-5369.

Arena Permit Request (p.1)



GENERAL INFORMATION

Organization: _____

Total Membership #: _____

BWG Residency _____ %
(Attach membership contact list)

Expected Attendance: _____

BWG Community Services Department
3541 Line 11, P.O.BOX 160
BRADFORD, ON L3Z 2A8
Phone: (905) 775-5369 Ext. 5202
Fax: (905) 778-4343
Email:tfairbarn@townofbwg.com

PRIMARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

SECONDARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

Type of Group:

- Minor Hockey
- Adult Hockey
- Ringette
- Figure Skating
- Junior Hockey
- Resident/Non-resident/Commercial
(circle one)
- Non-Ice/Floor
- School
- Other, specify _____
- Male Female Both

Arena Requested:

- BWG Leisure Centre – Blue
- BWG Leisure Centre – Green
- Bradford Community Centre (Dry Pad)
- Bob Fallis Sports Centre

First Date Required: _____ Last Date Required: _____

**Bob Fallis Sports Centre and Leisure Centre (Blue) ice pads are rented on the hour, full hours only.
PLEASE COMPLETE A SEPARATE FORM FOR EACH ICE PAD REQUEST.**

***PLEASE NOTE YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information collected by the Town of Bradford West Gwillimbury is pursuant to the Municipal Act, R.S.O., 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities, registering program participants and verifying registration numbers. Inquires may be directed to the Director of Community Services at (905)-775-5369.

Arena Permit Request (p.2)



Renewal of requested permits	Day of the week	Start Date	End Date	Start Time	End Time

NEW permits requested	Day of the week	Start Date	End Date	Start Time	End Time

ALL LOCAL COMMUNITY GROUPS - Please Check (√)

- Insurance
- Game Schedule
- Current Board of Directors/Executive List
- Players Roster Including Addresses
- Sports Activity Agreement
- Previous Years Audited Financial Statement
(local Minor Organizations only)

Signature of Applicant: _____ Date: _____
 (Applicant must be 18 years or older- proof of age must be presented upon request)

PLEASE RETURN THIS FORM TO: Town of Bradford West Gwillimbury - Community Services Department
 Attention: Bookings Clerk
 3541 Line 11, P.O. Box 160 Bradford, ON L3Z 2A5

Additional notes:

Field Permit Request (p.1)



GENERAL INFORMATION

Organization: _____

Total Membership #: _____

BWG Residency _____ %
(Attach membership contact list)

Expected Attendance: _____

BWG Community Services Department
3541 Line 11, P.O.BOX 160
BRADFORD, ON L3Z 2A8
Phone: (905) 775-5369 Ext. 5202
Fax: (905) 778-4343
Email:tfairbarn@townofbwg.com

PRIMARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

SECONDARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

Type of Group:

- Minor
- Adult
- Resident
- Commercial
- School
- Non-Resident
- Male Female Both

Park Requested:

- Henderson Park
- Henderson Field
- Centennial Park
- Joe Magani Park
- Lions Park
- Luxury Park
- Other _____

First Date Required: _____ Last Date Required: _____

For more information, please contact the Bookings Clerk at tfairbarn@townofbwg.com or by phone at 905-775-5369.

PLEASE NOTE YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information collected by the Town of Bradford West Gwillimbury is pursuant to the Municipal Act, R.S.O, 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities, registering program participants and verifying registration numbers. Inquires may be directed to the Director of Community Services at (905)-775-5369.

Field Permit Request (p.2)



Renewal of requested permits	Day of the week	Start Date	End Date	Start Time	End Time

NEW permits requested	Day of the week	Start Date	End Date	Start Time	End Time

ALL LOCAL COMMUNITY GROUPS - Please Check (√)

- Insurance
- Game Schedule
- Current Board of Directors/Executive List
- Players Roster Including Addresses
- Sports Activity Agreement
- Previous Years Audited Financial Statement
(local Minor Organizations only)

Signature of Applicant: _____ Date: _____
 (Applicant must be 18 years or older- proof of age must be presented upon request)

PLEASE RETURN THIS FORM TO: Town of Bradford West Gwillimbury - Community Services Department
 Attention: Bookings Clerk
 3541 Line 11, P.O. Box 160 Bradford, ON L3Z 2A8

Additional notes:

Meeting Room/ Banquet Hall Permit Request (p.1)



- NEW REQUEST SEASONAL
 ONE TIME USE SEPTEMBER-APRIL
 YEAR ROUND MAY-AUGUST

BWG Community Services Department
3541 Line 11, P.O. BOX 160
BRADFORD, ON L3Z 2A8
Phone: (905) 775-5369 ext. 5200
Fax: (905) 778-4343
Email: mkovacs@townofbwg.com

GENERAL INFORMATION

Organization: _____

Total Membership #: _____ Expected Attendance: _____

BWG Residency _____% (Attach membership contact list)

Please note: there will be no proprietary use in any of the Town managed facilities. Bookings of this nature can be made 4 weeks at a time, with renewals for the following month at the 2 week mark.

PRIMARY CONTACT

Name: _____
Address: _____
Town: _____
Postal Code: _____
Phone: (H) _____ (W) _____
Fax: _____
Email: _____

SECONDARY CONTACT

Name: _____
Address: _____
Town: _____
Postal Code: _____
Phone: (H) _____ (W) _____
Fax: _____
Email: _____

FACILITY BEING REQUESTED:

1st Choice _____

2nd Choice _____

3rd Choice _____

- Space Requested: Meeting/Program Room Banquet Hall Kitchen
- Purpose of Request: Meeting Recreation program Private Party
 Special Event Other (please specify): _____
- Participant Information: Youth Under 18 Adult Family (All ages)
 Alcohol /Food No Alcohol /Food
- Additional Info: Licensed Event Food Being Served Music With dancing No dancing
 Tables Required # _____ Chairs Required # _____

Additional Notes or Other Equipment

Required: _____

***PLEASE NOTE YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information collected by the Town of Bradford West Gwillimbury is pursuant to the Municipal Act, R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities, registering program participants and verifying registration numbers. Inquires may be directed to the Director of Community Services at (905)-775-5369.

Meeting Room/ Banquet Hall Permit Request (p.2)



Booking Information	Day of the week	Start Date	End Date	Start Time	End Time

ALL LOCAL COMMUNITY GROUPS

Check (√) List

- Proper Insurance Provided
- General Rules & Regulations
- Current Executive List
- Membership List Including Addresses
- Not For Profit Registration # _____
- Annual General Meeting Minutes
- Constitution: By-Laws

ALL PERMIT REQUESTS

Check (√) List

- Proper Insurance Provided
(Town of BWG named as "Additional Insured", minimum 2 million dollars)
- General Rules & Regulations
- Special Occasions Permit
(Only if alcohol is requested)
- Certified Smart Serve Monitors
-Names and Certificate Numbers provided

PLEASE RETURN THIS FORM TO: Town of BWG Community Services Department
Attention: Bookings Clerk
3541 Line 11, P.O. Box 160 Bradford, ON L3Z 2A8

Signature of Applicant: _____ Date: _____
 (Applicant must be 18 years or older- proof of age must be presented upon request)

Tournament Application



GENERAL INFORMATION

Organization: _____

Total Membership #: _____

BWG Residency _____ %
(Attach membership contact list)

Expected Attendance: _____

BWG Community Services Department
3541 Line 11, P.O. BOX 160
BRADFORD, ON L3Z 2A8
Phone: (905) 775-5369 Ext. 5202
Fax: (905) 778-4343
Email: tfairbarn@townofbwg.com

PRIMARY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

SECONDAY CONTACT

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

Tournament Details:

Start Date: _____

End Date: _____

Arena/Field Location: _____

Type of Tournament: _____ Number of teams expected: _____

Day of Week:

- Mon
- Tues
- Wed
- Thurs
- Fri
- Sat
- Sun

Start Time: _____
Start Time: _____
Start Time: _____
Start Time: _____
Start Time: _____
Start Time: _____
Start Time: _____

End Time: _____
End Time: _____
End Time: _____
End Time: _____
End Time: _____
End Time: _____
End Time: _____

Additional Equipment/Requirements:

You must produce an appropriate Insurance Certificate at least ten (10) days prior to the start of the tournament.

Signature of Applicant _____ Date: _____

(Applicant must be 18 years or older- proof of age must be presented upon request)

***PLEASE NOTE YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information collected by the Town of Bradford West Gwillimbury is pursuant to the Municipal Act, R.S.O, 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities, registering program participants and verifying registration numbers. Inquires may be directed to the Director of Community Services at (905)-775-5369.



**TOWN OF BRADFORD WEST GWILLIMBURY
COMMUNITY SERVICES**

SPORTS AND FACILITY ACTIVITY AGREEMENT

Name of Organization: _____

Name of Contact Person: _____

Certification:

- 1) I have received and reviewed a copy of the TOWN OF BRADFORD WEST GWILLIMBURY MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY.
- 2) I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.
- 3) I understand that if any infraction of this policy occurs, the Town of Bradford West Gwillimbury may warn or suspend my organization from using the facilities as per the enforcement section of this policy.
- 4) Prior to using the facilities, all participants must be made aware of this policy. Thereby, it is the responsibility of the undersigned to ensure that this policy is communicated to all participants.
- 5) I understand that the organization and/or contact person named above can be held liable for injuries and damage arising from the failure to adhere to the Liquor License Act of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- 6) I understand that the South Simcoe Police Service and the Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

Signature of Contact Person: _____

Date of Signature: _____

For Office Use Only

Agreement received by: _____

Date Agreement Received: _____



COMMUNITY SERVICES METHOD OF PAYMENT FORM

Group/Name: _____ Permit #: _____

Please choose one of the following methods of payment:

I will attend in person to make my payment with cash or debit, by the dates specified on the Rental Contract/Permit.

OR

Enclosed are post-dated cheques, dated as specified on the Rental Contract/Permit.

OR

This gives permission for the Town of Bradford West Gwillimbury to process my payment on the credit card below, as specified on the Rental Contract/Permit.

VISA

MASTERCARD

Credit Card Number

Expiry Date

V-Code

Cardholder Name (Please Print Neatly): _____

Cardholder Signature: _____ Date: _____

ADMINISTRATION OFFICE HOURS: Monday – Friday from 8:30am – 4:30pm

A RECEIPT WILL BE FORWARDED UPON COMPLETION OF EACH TRANSACTION

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and Municipal Act, 2001. The information will be used for the purposes of the Community Services payment process. Questions regarding this collection may be directed to: Bookings Clerk, Community Services; 3541 Line 11, P.O. Box 160, Bradford, ON L3Z 2A8.