



## Kerwood Park Rental Form

APPLICANT INFORMATION	
First and Last Name:	
Organization Name (if applicable): <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit	
Address:	
Phone No./Alternate Phone No.	
Email Address:	

EVENT DESCRIPTION
Event Name:
Event Date(s):
Event Description:

EVENT DETAILS		
Description	Date	Time
Set-Up		
Set-Up (Day 2)		
Set-Up (Day 3)		
Take-Down		
Estimated Attendance:		
On-Site Supervisor:		
Phone:		

Please Forward Forms to: [info@adelaidemetcalfe.on.ca](mailto:info@adelaidemetcalfe.on.ca) or 2340 Egremont Drive, Strathroy, ON N7G 3H6



## Kerwood Park Event Checklist

### A. LIABILITY INSURANCE *(for public events)*

Proof of liability insurance in the amount of at least \$2 million must be submitted prior to the event start date. The "Township of Adelaide Metcalfe" must be named as an "additional insured".		
Will insurance be purchased through the Municipality?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not:		
Have you attached confirmation of insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will proof of insurance be forwarded by insurance provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of insurance provider:		

### B. LICENSED (ALCOHOL)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Letter of Municipal Significance	<input type="checkbox"/> Special Occasion Permit
<p>If alcoholic beverages are to be served on the premises, the renter must obtain a valid Special Occasion Permit from the AGCO.</p> <p>A copy of these documents must be presented to the Township office prior to the start date of the event. Faxes or emailed copies are acceptable.</p> <p>All bar servers must have a Smart Serve certificate.</p> <p>Alcohol is only to be served and consumed in the area that the liquor license has been obtained for and the bar must be attended at all times.</p> <p>The renter is responsible for supplying their own bar cups and tickets.</p>	

### C. TENTS AND BUILDING PERMITS

<p>Locates must be obtained from the Public Works Manager before proceedings with any staking into the ground if the proposed event tents require longer than six inch (6") stakes. Please ensure that any anchor points do not pose a tripping hazard. Tents exceeding 60 m<sup>2</sup> or 645 ft<sup>2</sup> require a building permit from the Chief Building Official, including the submission of flame resistance certificates, and a map. Tents exceeding 320 ft<sup>2</sup> must meet flame resistance requirements of the Ontario Fire Code.</p>
Size of Tent(s) <b>(exceeding 320 ft<sup>2</sup>):</b>
<i>Mark on attached site map all areas to be used, outlining all proposed event features.</i>

### D. SET-UP

Is hydro required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requests outside of this list must be discussed with Public Works Manager.		

## E. FOOD AND VENDOR FORMS

Will food be served to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the food cooked/prepared on-site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be merchandise sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes was answered for any of the questions listed above, Middlesex-London Public Health Food Form may need to be filled out. <b>All forms are required prior to the start date of the event.</b>		

## F. FEES

Service	Fee	(Please check all that apply)
North Pavilion	\$60.00/day	<input type="checkbox"/>
North Pavilion with Kitchen	\$80.00/day	<input type="checkbox"/>
South Pavilion	\$60.00/day	<input type="checkbox"/>
Baseball Diamond – North	\$30.00/2.5 hours	<input type="checkbox"/>
Baseball Diamond – South	\$30.00/2.5 hours	<input type="checkbox"/>
Baseball Diamond – South with lights	\$35.00/2.5 hours	<input type="checkbox"/>
Tournament Rate (both Diamonds) – up to a maximum of 3 consecutive days	\$500.00	<input type="checkbox"/>

## G. PAYMENT

Is payment required to the Township?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:		
Amount paid by applicant		

- Payment can be made at the office by cash, cheque or debit.
- Payment can also be deposited in the drop box at the Township office by cheque, or cash.
- Payment can be made online or by telephone through your bank. Add Payee: Adelaide Metcalfe Invoices and reference your 10 digit customer number.
- Payment can be made by credit card through a third party (link available on Township website). Reference your 10 digit customer number.



## KERWOOD PARK RENTAL TERMS AND CONDITIONS FOR RENTAL AGREEMENT

### The Corporation of the Township of Adelaide Metcalfe

**The applicant agrees: (Please read 1-22 carefully, sign below and return)**

1. To obtain such public liability and property damage insurance as to protect the renter against any claim for damages or personal injuries which may arise from or be connected with the operation of the function, **which insurance shall have a minimum limit of \$2,000,000.00 per occurrence and name the Township of Adelaide Metcalfe as an additional insured.** The application is not transferable to any other group or organization.
2. If alcohol is being served or sold, **the Applicant must acquire an Alcohol and Gaming Commission of Ontario (AGCO) License (Special Occasion Permit) which must be posted during facility use, AND must obtain Party Alcohol Liability Insurance. Please see B. LICENSED (ALCOHOL)**
3. Dispensing and consumption of items of food must be outside the designated area where alcohol is served and must conform to Middlesex-London Public Health requirements.
4. To accept the responsibility of providing adequate supervision and security for maintenance of good order during the entire time that the applicant occupies the park and, without limiting the generality of the foregoing, to see that all terms contained herein are strictly observed. Vandalism or abusive language while using a facility shall be deemed as just cause to cancel the Park Rental Agreement or reject future applications for a Park Rental Agreement. No group or individual member thereof shall perform or demonstrate or allow to be performed or demonstrate any activity which is, or has the potential to be offensive, hazardous, or otherwise dangerous to the welfare of the community, to the group, or individual members thereof.
5. The Applicant will ensure all garbage is put in the appropriate cans.
6. The Applicant will be responsible for ensuring that any wetness in and around the event site due to inclement weather will not cause injury to members or spectators and will take the necessary measures to eliminate these conditions. This policy is to be self-policed by the Applicant.
7. To cooperate with members of staff and any other group(s) using the park and area.
8. There will be no digging and/or staking of tents within the park without approval and proper locates being completed at the expense of the applicant. Please see C. TENTS AND BUILDING PERMITS.

9. That the use is restricted to only those times, and dates as herein specified, and may not be changed, altered or added to except on further written Agreement between the applicant and the Township of Adelaide Metcalfe.
10. The Corporation of the Township of Adelaide Metcalfe will not be responsible for damage, loss or theft of property of the applicant or anyone attending on the invitation or with the permission expressed or implied of the Applicant.
11. To pay for all damages to the equipment, premises or other property of The Corporation of the Township of Adelaide Metcalfe incurred during any time the Applicant is using the facility or arising from the use thereof by the Applicant. The Township holds the right to ask for a Damage Deposit to be paid.
12. That the property of the Applicant or of anyone attending on the invitation of the Applicant, brought into the park must be removed by the time the application has expired unless special arrangements for storage are made with the Township.
13. That the arrangements to pay the rental fees deposit is to be made prior to the start date of the event with the Township and that all applicable final payments will be paid in full within 30 days of billing.
14. That the Township must be notified at least 48 hours in advance of any cancellations. Refunds will not be made unless this notification is given and the Applicant shall be responsible for the cost relating to the scheduled park use.
15. For guidelines and support in ensuring Accessibility Standards of Ontario are properly addressed, please contact the Clerk.
16. (If Applicable) To recognize and enforce the rules and regulations of the Pavilion.
  - No person shall consume any illicit drugs or alcohol while on the premises.
  - Electrical supply shall not be altered or increased without express permission to the Township
  - No equipment is to be supported from the roof structure without written permission of the Township.
  - Ensure entrance to covered area is not blocked by benches/chairs -allow for safe traffic flow.
  - Ensure Fire Extinguishers are easily accessible during events where cooking is performed on site.
  - No signs, equipment or decorations will be attached to the interior or exterior surfaces of any structures at the park that would result in damages, disfigurement or defacing of surfaces.
  - Vehicles parked within the park should be limited to ensure, in the event of an emergency, first responders can adequately attend the site.

17. The park is a smoke-free facility as regulated under Township By-law No. 20 of 2019. By-law Enforcement Officers for the Township can and may issue tickets to those in contravention of the by-law. (You, as the renter, are responsible for those attending your event, that this by-law is adhered to) \_\_\_\_\_ (*initials*)
18. A Public Works Employee will unlock the building containing equipment for the ball diamonds and the hydro switch. The Applicant will ensure all equipment to returned to the building, the hydro is turned off and the building is locked.
19. The Applicant shall indemnify and save harmless the Township of Adelaide Metcalfe, its officers, agents, employees, and volunteers against any and all actions, cause of action, claims and expenses whatsoever presented by any group, person, or peoples participating in or attending at the event for loss or damage sustained as a result of attending the said event.
20. Personal information is collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act 1989, as amended, and will be used in considering park use filed with the Township. Questions concerning the collection and retention of personal information should be addressed to: Clerk, 2340 Egremont Drive, Strathroy, ON N7G 3H6, 519-247-3687, 519-247-3411, Email: [mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca).
21. The Township reserves the right to immediately terminate your event should an individual or group participating in the activity violate the conditions stated on this form.

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**Please Print Full Name**

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**Signature**

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**Date**

FOR OFFICE USE ONLY	
<b>APPROVED BY:</b>	<b>DATE:</b>