



Community Services
225 EAST BEAVER CREEK ROAD
RICHMOND HILL, ON L4B 3P4
Phone: (905) 771-8870
Fax: (905) 771-2481
E-mail: booking@richmondhill.ca

COMMUNITY SERVICES DEPARTMENT PERMIT APPLICATION

Booking Priorities

1. Permitted times will be allocated based on a first-come, first served basis
2. Priority Booking Order is as follows:
 - ◆ Department Operated Programs and Events
 - ◆ Richmond Hill Residents & Local Community Groups
 - ◆ Richmond Hill Schools
 - ◆ Non-Resident/Commercial
3. Reservations will be accepted after January 1st of the booking year.
4. All permit requests are assessed by staff as to the suitability of the event. As such alternative locations and or permit denial may be a resultant

General Provisions

1. Alcohol consumption is strictly prohibited
2. Special requests such as set up of tent marquees, staging, etc. will require written approval of the Department
3. Parking is to occur in designated parking spaces only. No vehicles shall be driven or parked on grass areas.
4. Picnic tables shall not be moved from the designated picnic area. Permittee will be responsible for paying cost incurred for any resulting work.
5. It is the permit holder's responsibility to leave the picnic area in a clean and orderly condition.
6. The Town will not be responsible for any loss or theft of any items brought to the picnic area
7. The permit holder will indemnify and save harmless the Town of Richmond Hill, its servants, agents and workmen, of and from all and every liability of any kind whatsoever including, without limitations, liability for bodily injury or death, damage to persons or property, or liability for any debt which may arise out of the insurance of this permit for the use or the use of the facility herein referred to.
8. The Town of Richmond Hill reserves the right to cancel this contract for any reason.
9. Use of amplified sound is **not** permitted unless approval from Town Council has been granted.

PICNIC RATES

Category	Hourly
Richmond Hill Resident	\$35.46 plus HST per hour \$50.00 refundable bond deposit
Non Resident/Commercial	\$53.20 plus HST per hour \$100.00 refundable bond deposit
General Liability Insurance (unless provided)	\$2.70 per hour plus 10% administration charge

EXTRA CHARGES (Where requested)

Picnic Tables (1 - 6 tables) maximum 12 tables	6 tables / \$133.00 plus HST 12 tables / \$266.00 plus HST
*Garbage Cans	\$25.00 for 5
Large Charcoal BBQ's (Not available for delivery to Phyllis Rawlinson Park)	\$72.00 plus HST for 1 or 2
*Portable Washrooms	\$155.00 each plus HST per hour (ratio is 1 washroom for every 100 persons)

WEDDING PHOTO / CEREMONY RATES

PHOTOS	CHARGES
Richmond Hill Resident	\$50.27 plus HST per 2 hours Insurance \$2.70
Non Resident/Commercial	\$74.60 plus HST per 2 hours Insurance \$2.70
WEDDING CEREMONY	CHARGES
Richmond Hill Resident	\$118.04 plus HST 3 hours Insurance \$2.70
Non Resident/Commercial	\$176.42 plus HST 3 hours Insurance \$2.70



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**COMMUNITY SERVICES DEPARTMENT
 PICNIC/SPECIAL EVENT PERMIT APPLICATION**

Name of Organization: _____

Contact Person: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone: Home: _____ Business: _____ Cell: _____

E-Mail Address: _____ Fax: _____

How many people are expected to attend: _____

LOCATION: _____ Date _____ Start and End Time _____

Alternative Location: _____ Date _____ Start and End Time _____

Purpose of Permit: _____

The following activities, if they are permitted, may require special permission, additional cost and insurance. Will your event include any of the following on the picnic site:

Food Preparation _____	Amplified Sound _____
Sales of Any Kind _____	Tents/Canopies _____
Temporary Structures _____	Entertainment _____
Banner/Signage _____	

Other activities:(i.e. dunk tank, bouncy castle, etc.)

Additional Equipment Requirements: (additional charges will be applied)

BBQ's _____	Garbage Cans _____
Picnic Tables _____	Portable Washrooms _____

Price Quoted \$ _____

Other information: _____

ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

**PARKS, RECREATION & CULTURE DEPARTMENT
FACILITY RENTAL AGREEMENT**

FACILITY WAIVER

This waiver must be signed for any application to rent a recreation facility either indoor or outdoor. The Permit Holder/Applicant hereby releases, waives, and forever discharges the Town of Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of actions whatsoever, whether in law or equity, in respect of injury, loss or damage to the permit holder/applicant or property, except for claims caused by the negligence of the Town of Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns, and the Permit Holder/Applicant further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising as a result of, or in any way connected with the issuance of this permit.

SIGNATURE: _____

DATE: _____

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 is collected 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. Inquiries may be directed to the Director of Recreation and Culture at (905) 771-8870.

ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

**Town of Richmond Hill
COMMUNITY SERVICES DEPARTMENT**

INDOOR/OUTDOOR ACTIVITY AGREEMENT

Name of Team/Group _____
(please print)

Name of Contact Person _____
(please print)

Certification:

- 1. I understand that alcohol cannot be consumed in Town of Richmond Hill facilities and areas in compliance with the Liquor License Act of Ontario and the Alcohol Policy for Municipal Parks and Recreation Facilities.**
- 2. I understand that if any member of my group/team is consuming alcohol in these facilities or areas, a letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the York Regional Police Force, at its discretion.**
- 3. I understand that if any member of my team/group violates the policy within one year of receiving a warning, our group will be suspended from using any Town of Richmond Hill facility or area for a period of one year.**
- 4. Prior to the use of municipal facilities, I will provide Town of Richmond Hill staff with the names and addresses of the team captains so that a brochure outlining the policy can be sent to them.**

Signature _____
(contact person)

OFFICE USE

Agreement Received By _____
Signature of Community Services Representative

Date _____
Day/Month/Year