

## The Township of Southwold Parks Facility Rental Agreement



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON N0L 1K0**  
**Phone: 519-769-2010**  
**Fax: 519-769-2837**

[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Group or Organization					
Primary & Secondary Contact Person			Name / Purpose of Event		
Contact Address				Postal Code	
Phone # Primary / Secondary			Email		
Not for Profit #					
Date of Event (If multiple dates, attach schedule)		Time of Event (start & end time)		Expected Attendance	
First date of Season:		Last Date:			
Facilities Requested: Please circle		Fingal		Talbotville	
		Shedden			
Baseball Diamond <input type="checkbox"/>		Soccer Field <input type="checkbox"/>		Mini Soccer Field <input type="checkbox"/>	
Pavilion <input type="checkbox"/>		Adult <input type="checkbox"/>		Minor <input type="checkbox"/>	
Tournament <input type="checkbox"/>		Non-Registered Team <input type="checkbox"/>			
Facility User Agreement Provided: <input type="checkbox"/>		Sketch of Facility: <input type="checkbox"/>			

Please Note: Alcohol is **NOT** Permitted in the Park

All pavilion rentals are scheduled "rain or shine" There are no refunds after the date. The pavilion is located adjacent to a ball diamond and field, so please be aware that sporting activities may be occurring at the same time as your event. If the diamond is not in use, then your group is welcome to use it.

Proof of Insurance Provided	<input type="checkbox"/>	Deposit		Received	

**Terms & Conditions**

1. A fully completed and signed Rental Agreement and full payment must be received by the Municipal Office in order to confirm your booking. Payment must be received by the Township no later than 2 weeks prior to the rental date. If by the rental date the fee has not been paid, the Township has the right to refuse the renter access.
2. Facility rentals are valid for location, date and time specified only and may not be changed or altered. All additions or changes must be approved by both parties.
3. The renter shall be responsible for their participants and guests. Also, the renter must enforce the terms & conditions to each individual. No inappropriate use of the space will be tolerated. Failure to comply with the terms & conditions will result in immediate termination of the rental.
4. The renter shall pay for all damages to the property of the Township arising from the use of the facility where the renter is deemed responsible.
5. **Clean Up:** Set-up and clean-up is the responsibility of the renter to be done during the reservation period. If extra set-up/clean-up time is required, this time must be booked by the renter in advance. If the space is not cleaned to the state in which the space was at the beginning of the rental, the renter will be subject to a \$285.00 clean-up fee.
6. **Washrooms:** instructions for the washrooms will be given to you 1 week prior to the rental of the pavilion
7. **Garbage:** Please ensure that at the end of your rental, you take the garbage bags from the cans and dump them in the dumpster provided.
8. **Cancellations:** The renter can cancel up to 7 days prior to event, with notice given.
9. **End Times:** Rentals must finish in the parks by 11:00 PM. It is the user's responsibility to have the pavilion cleaned and vacated by the end time.
10. **Liability:** The Corporation of the Township of Southwold is not responsible for injuries to users of the facility and does not assume any responsibility for articles lost or stolen.
11. The Township reserves the right to cancel this agreement should there be a breach of conditions or regulations or should the Township be of the opinion that the premises are not being used for the purpose specified on the application.
12. Complete Terms & Conditions for renters outlined in Facility User Agreement - Municipal Facilities policies and Procedures.

To the fullest extent permitted by law, the applicant agrees to defend, indemnify and hold the Township of Southwold, its directors, officers, officials and staff harmless from and against any and all claims arising out of or relating (directly or indirectly) to: (I) any act, or omission or breach of any provision of this Rental Agreement or the Park Rules and Regulations; and (ii) any accident, injury or damage whatsoever occurring in or at the Premises, to the extent arising, in whole or in part, out of negligent acts or omissions on the part of Renter. The undersigned acknowledges receipt of the Township's Park Rules and Regulations.

USER Print: \_\_\_\_\_ USER Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE:**

Application Reviewed by staff:

Application Approved:

Date Pd:

Receipt #:

Method of Payment:  Cash  Debit  Cheque