

The Township of Southwold Waiving of Facilities Fees Application Form



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

communications@southwold.ca

Name of Event:			
Name of Group or Organization			
Primary & Secondary Contact Person		Purpose of Event	
Contact Address			Postal Code
Phone # Primary / Secondary		Email / Website:	
Not for Profit # or Charitable Organization Registration #:			
Activity or Event Information			
Fees to be Waived (ie: facility rental)			
Date and Times:			
Number of People expected:		Admission Fee: (If applicable)	
Will food be served?		Will alcohol be served?	

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?

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Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.

What will the impact on the activity or event be if the fee is **not** waived?

Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?

What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

Deadline for Applications

For events being held in 2020, deadline for submission is Dec. 31st, 2019

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The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
 Attention: Community Services & Communications Clerk
 35663 Fingal Line
 Fingal, ON NOL 1K0
 Fax: 519-769-2837
 or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:		Title:	
Signature:		Date:	