



## Town of Cobourg Recreation Facility Rental Agreement Form



Please complete and return this agreement to:

Reception  
Cobourg Community Centre  
750 D'Arcy Street  
Cobourg, ON K9A 0G1  
Phone: 905-372-7371 Email: cccinfo@cobourg.ca

Name of Group or Organization			
Contact Person		Name/Purpose of Event	
Address			Postal Code
Phone #		Email Address	
Not for Profit #			
Date of Event (If multiple dates, attach schedule)	Time of Event	Set Up & Tear Down Time(s) * if applicable	Expected Attendance
Facilities Requested			
<b>COBOURG COMMUNITY CENTRE:</b>			
Arena <input type="checkbox"/>	Grand Hall <input type="checkbox"/>	Board Room <input type="checkbox"/>	Tournament Room <input type="checkbox"/>
Rotary Sports & Performance Hall (Gymnasium)		Check # of Multipurpose Rooms Requested	
Half <input type="checkbox"/>	Full <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/>
Other Requirements: (Please note additional charges may apply for the use of the following.)			
Microphone <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/>	Podium <input type="checkbox"/> Pipe & Drape <input type="checkbox"/> Sound Cord <input type="checkbox"/>	Sound System <input type="checkbox"/> SOCAN <input type="checkbox"/>	Stage 16ft x 24ft <input type="checkbox"/> 28ft x 40ft <input type="checkbox"/> 32ft x 48 ft <input type="checkbox"/>
<b>OUTDOOR PARKS &amp; ATHLETIC FACILITIES</b>			
Diamond <input type="checkbox"/>	Pavillion <input type="checkbox"/>	Park <input type="checkbox"/>	Soccer Fields <input type="checkbox"/> Beach Volleyball <input type="checkbox"/> Beach <input type="checkbox"/>
Specify specific park facility requested:			
Other Requirements: (Please note additional charges may apply for the use of the following.)			
Hydro <input type="checkbox"/>	Water <input type="checkbox"/>	Picnic Tables #: _____	Other: _____
Setup/Other Comments:			

## Terms & Conditions:

1. The Permit Holder shall be responsible for their participants and guests and must enforce the terms and conditions to each individual during the rental period. The Permit Holder shall take appropriate action to ensure that all such persons using the premises behave appropriately and safely, following all regulations in place.
2. The Municipality shall not bear liability for any personal injuries, damages, losses or theft of articles, whether belonging to the Permit Holder or any attendees present during the permit period. Furthermore, the Municipality holds no responsibility for any equipment that the Permit Holder or their associates bring to the rented facility.
3. The Permit Holder is responsible for all damages to the premises during the rental period. If damage to the premises occurs, the Permit Holder will be invoiced for all costs related to the damages, which could encompass labour and additional staffing expenditures.
4. Full payment of booking is required seven days prior to booking date to guarantee rental. Failure to make payment may result in the loss of booking.
5. Cancellation requests submitted in writing by the Permit Holder up to seven days prior to their booking will receive a 100% refund. Cancellations with less than seven days notice will result in the loss of paid fees. If the Municipality cancels the permit for reasons beyond its control, the Permit Holder will receive a full refund of permit fees including any deposit. In such circumstances, the Municipality is not responsible for the loss of any anticipated revenue.
6. If food will be served to the general public, a [Special Events Notification Form](#) must be submitted to the Haliburton, Kawartha, Pine Ridge District Health Unit. A copy of the form is available from CCC Staff but must be completed and submitted to the Health Unit by the Permit Holder. Private functions (by invite only) are exempt from submitting this application. BBQs are restricted to the Lions Pavilion at Victoria Park. Please note that the use of charcoal is strictly prohibited. *CCC bookings:* It will be the responsibility of the Permit Holder to clean up and to arrange for any catering dishes to be picked up the same day.
7. If the event includes the serving of alcohol, Permit Holders must follow and comply with the guidelines of the [Municipal Alcohol Policy](#) (Bylaw No. 106-2013). A signed copy of the Special Occasion Permit Holder Agreement located within the Municipal Alcohol Policy must be submitted to the Sport & Events Coordinator no later than fourteen days prior to the permit date. The Permit Holder must also acquire a Special Occasion Permit and ensure that all the conditions of the Liquor License Act and the Corporation of the Town of Cobourg is adhered to at the event. In addition, a list of certified Smart Serve servers must be submitted to the Sport & Events Coordinator no later than fourteen days prior to the event.
8. Third party equipment providers must be approved for service before entering the facility. The Sport & Event Coordinator must be notified of third party equipment providers no later than 21 days before the permit date. Additional costs will be incurred for the inspection and servicing (connection & disconnection) of electrical equipment.
9. For events involving the consumption of alcohol or higher risk activities, a certificate of liability insurance of no less than \$5,000,000 per occurrence naming the Corporation of the Town of Cobourg as an additional insured must be submitted no later than 14 days prior to the permit date. The policy shall be endorsed to provide that the policy shall not be altered, canceled or allowed to lapse without written notice to the Town.  
The Town reserves the right to modify insurance requirements as needed considering factors such as risk assessment and event size.
10. The Town is responsible for the collection and submission of third party fees to the Society of Composers, Authors and Music Publishers of Canada (SOCAN) when an event or program plays music. If live or recorded music of any kind is included in your event, event organizers are required to pay a license fee to the Town of Cobourg.
11. The appropriate amount of set up and clean up time in addition to the event time must be indicated on the Rental Agreement Form and included in the reservation period. The Permit Holder cannot access the facility space for set up (sports equipment, food-drop off, catering etc.) unless additional hours are booked and paid prior to the booking. This applies to all bookings for the CCC as well as outdoor parks and athletic facilities. *CCC bookings:* If the space is not cleaned to the state in which the space was at the beginning of the rental, the Permit Holder will be subject to a \$100 cleaning charge. Any required cleaning supplies (broom, multi-purpose cleaner) will be made available to the Permit Holder by CCC staff.

11. Signs, posters or other decoration may only be affixed to walls with masking tape or painters tape and only in approved locations. Any damage caused by the use of unapproved products will be charged back to the Permit Holder. The use of the CCC logo in any marketing materials is not allowed without prior written approval of CCC staff.
12. Selling refreshments, food or beverages on Town property is prohibited. Customers can use catering services or bring their own food but the removal of catering/food supplies, including set up and take down, must be complete by the permit's end time.
13. The Permit Holder acknowledges that parking at Town facilities is public and cannot be reserved. Parking is limited to designated areas and some facilities have limited parking spaces. Parking fees may apply.

**CCC Bookings Only:**

12. Arena:

- For ice bookings, all users are required to obtain and maintain insurance coverage in the amount of \$5,000,000.00 for public and general commercial liability insurance and must name The Corporation of the Town of Cobourg as additional insured. If you have your own insurance, you will be required to supply a Certificate of Insurance to the Town prior to the issuance of a Permit/License. For individual bookings, insurance is available through the Town's User Insurance Program and can be purchased at the front desk.
- Ice flooding is required between bookings. As a result, ten minutes will be taken off the beginning of permit times resulting in a 50-minute hour. The operators of the facility reserve the right to determine when ice flooding is necessary.
- Dressing room privileges commence 30 minutes prior to permit start time and expire 30 minutes after booking end time. Any personal belongings must be taken out immediately after the rental period otherwise, dressing room access will be withheld unless agreed with The Town.

Dressing rooms must be left in a clean and usable condition following the rental period. The Permit Holder is responsible for any damage and/or vandalism that occurs within the permitted area during the permit time. Any cost to repair such damage will be charged back to the Permit Holder.

Permit Holders can inquire about dressing room assignments at the CCC front desk or by checking the facility's TV schedules.

- The Town strongly advises that all participants wear CSA-approved safety equipment, including head, eye and facial protection.

13. Permit Holders must adhere to the [CCC Fire Safety & Special Events Guide](#). A signed copy of the safety plan must be submitted to the Sport & Events Coordinator no later than fourteen days prior to the permit date. As per this guide, Permit Holders must make note of fire pull stations, fire extinguishers and fire exits in the vicinity of the permitted space; inform guests of the nearest emergency exits and keep all fire exits, routes and walkways unobstructed. Candles are strictly prohibited on CCC property.

**I have read and understand the terms and conditions.**

**Signature:**

**Date:**

**Town of Cobourg Staff:**