



## 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 Fax: (905) 372-1985 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 (start & end time)	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.)			
<input type="checkbox"/> Microphone	<input type="checkbox"/> Podium	<input type="checkbox"/> Sound System	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Projector	<input type="checkbox"/> Pipe & Drape	<input type="checkbox"/> Stage	<input type="checkbox"/> SOCAN
<input type="checkbox"/> Screen	<input type="checkbox"/> Sound Cord	<input type="checkbox"/> Lighting	<input type="checkbox"/> SOCAN with dancing
<b>OUTDOOR PARKS &amp; ATHLETIC FACILITIES</b>			
Diamond <input type="checkbox"/>	Pavilion <input type="checkbox"/>	Park <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 <input type="checkbox"/> #: _____	Other: _____
Setup/Other Comments:			

**Terms & Conditions:**

1. The renter shall be responsible for their participants and guests. Also the renter must enforce the terms and 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.
2. If anyone damages the facility and or equipment (i.e. sound system) during the rental period, the renter shall pay for the necessary repair.
3. **Clean Up:** Set up and cleanup is the responsibility of the renter and to be done during the reservation period. If extra setup/cleanup time is required, this time must be booked by the renter in advance. *CCC bookings:* 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 \$100 cleaning charge. Any required cleaning supplies (broom, multi-purpose cleaner) will be made available to the renter by CCC staff.
4. We are not responsible for lost or damaged property. (A lost and found is available during CCC Reception hours)
5. **Alcohol:** If the event includes the serving of alcohol, the renter will be given a copy of the Municipal Alcohol Policy (Bylaw No. 15-2005). As per this policy, the renter must acquire a Special Occasion Permit and personal alcohol liability insurance. The personal alcohol liability insurance must name the applicant and the Town of Cobourg as co-insureds. *CCC Bookings:* The renter must provide a copy of both their Special Occasion Permit, liability insurance and a list of certified Smart Serve servers to the CCC Sport & Events Coordinator prior to the beginning of their event.
6. **Catering:** If food will be served to the general public, an Application for Special Event Permit must be submitted to the Haliburton, Kawartha, Pine Ridge District Health Unit. A copy of the application is available from CCC Staff but must be completed and submitted to the Health Unit by the renter. Private functions (by invite only) are exempt from submitting this application. BBQs are restricted to the Seniors Patio only in the case of the CCC or the Lions Pavilion at Victoria Park. If the renter wishes to have a BBQ they must rent the Seniors' Centre/Lions Pavilion and get prior written approval from the CCC Sport & Events Coordinator. *CCC bookings:* It will be the responsibility of the renter to clean up and to arrange for any catering dishes to be picked up the same day.
7. **SOCAN:** If live or recorded music of any kind is included in your event, event organizers are required to pay a license fee to the Society of Composers, Authors and Music Publishers of Canada (SOCAN). The Town of Cobourg must collect from the renter and remit on the renter's behalf all SOCAN fees.
8. Full payment of space rented is required prior to booking to guarantee rental.
9. **Cancellations:** The renter can cancel up to two days (rooms/gyms/parks) or 10 days (arenas) prior to their booking to receive 100% refund.

**CCC Bookings Only:**

10. **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 renter. The use of the CCC logo in any marketing materials is not allowed without prior written approval of CCC staff.
11. The CCC Fire Safety & Special Events Guide is available on the CCC website ([ccc.cobourg.ca](http://ccc.cobourg.ca)). As per this guide, please ensure that all guests are aware of all emergency exits and that these exits and fire routes are clear of obstruction at all times. The use of open flames and candles is strictly prohibited.
12. **Vendors:** As per the Cobourg Community Centre Event Hosting Policy any event that includes vendors must provide information of such to the Sport & Events Coordinator a minimum of 3 weeks prior to the event for approval. Vendors selling food or non-alcoholic beverages of any kind are not permitted as per the above policy.

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

**Signature:**

**Date:**

**Town of Cobourg Staff:**