

RENTAL CONTRACT CONDITIONS & REGULATIONS

THE CITY OF VAUGHAN:

- is not responsible for liability claims against the applicant unless the applicant is an affiliate under the City insurance policy for affiliate groups. Contact the Clerks department at 905-832-2281.
- strongly recommends that all groups obtain insurance for the season in order to protect themselves against any liability arising out of their programs.
- is not responsible for damages, loss or theft of equipment or clothing of any applicant or their guests. **Please secure your valuables.**
- reserves the right to require police or security staff at any event at the expense of the applicant. Written confirmation of security provisions must be submitted 10 days prior to the event.
- reserves the right to require a security deposit for any event. The eligibility and the amount of the refund for such will be considered following the event.
- reserves the right to cancel this permit should there be a breach of regulations, or upon 24 hours notice as required.
- may cancel permits on short notice due to mechanical failures, weather conditions or emergencies. Building closures are noted on the website at: www.vaughan.ca
- provides arena changerooms on the basis of one room per team or one room per 20 adults, to a maximum of 2 rooms per hour of rental time. Access to dressing rooms will be given 30 minutes prior to ice access time.
- has an internal paging system outside the main office that can be used to contact the facility staff in an emergency.

THE CLIENT:

- hereby agrees to indemnify and hold harmless the City of Vaughan from all claims and actions arising as a result of the use of the facility.
- is responsible for their own liability insurance. Groups may be asked to provide proof of insurance and to name the City of Vaughan as an additional insured to a minimum of two million dollars of liability for major events.
- is responsible to review accident and incident procedures with all necessary individuals and ensure that any accidents or incidents are reported immediately to staff on site and to permitting within 24 hours of an occurrence via email to recreation.permits@vaughan.ca or by phone at 905-832-8500.
- (minor sports groups only) must provide a copy of the insurance under the governing body that adds the City of Vaughan as an additional insured.
- is responsible to turn park lights off when exiting sports field.
- is responsible for any charges related to extended use of facility past permitted hours or overtime.
- is responsible to ensure garbage is not left on playing field or park. Excessive garbage left by group resulting in additional staff hours will be charged to the client.
- is responsible for City of Vaughan property that is lost, stolen or damaged.
- shall pay for all damages to the property of the City arising from the use of the facility where the applicant is deemed responsible.
- is responsible to pick up keys for events at unmanned buildings, and return back to Recreation & Culture within 48 hours after date of event.
- must notify Recreation & Culture of any cancellation at least 2 weeks in advance. Failure to provide 2 weeks notice will result in a penalty of one half the normal rate. Failure to provide less than 1 weeks notice will result in a penalty of the full normal rate. A \$15 administration fee will be deducted from any refund issued by the City of Vaughan initiated by the applicant. Seasonal rentals are not refundable.
- is responsible for the conduct and supervision of all persons attending this event and shall ensure all regulations contained in this rental contract are observed. Vandalism, littering, abusive language, smoking and alcohol use without a license shall be deemed as just cause to cancel a permit or reject future permit applications.
- is responsible for restricting activities to the permitted area only.
- is responsible for adhering to fire and alcohol regulations and any restrictions placed on open flames, such as candles, that may create a fire hazard. Outdoor Events: Only propane barbecues may be used. Camp fires are not allowed.
- is responsible for vacating, returning to original condition, keeping facilities clean and removing all rented or privately owned property, alcohol and personal effects by the specified permit end time unless prior arrangements have been made. **Confetti is prohibited in all facilities.** Litter must be placed in litter cans and excess should be removed from premises.

- agrees to vacate arena changerooms within 30 minutes of the permit. Changerooms must be left in a clean and usable condition when vacated.
- must be a minimum of 18 years of age at the time of booking and present in the permitted facility during the permitted times. Those under the age of 18 must be supervised by an adult and/or permit holder at all times.
- agrees to adhere to the Purpose & Conditions of Use for all rental contracts.
- will be responsible for any costs incurred as a direct result of a false alarm caused by any member of the group/party.
- shall not sell items deemed to be in competition with Recreation & Culture unless prior approval has been given by the Director of Recreation & Culture. A vendor's permit must be posted during all sales.
- should provide their own first aid supplies, have group members trained in Emergency First Aid and CPR, be familiar with the proper evacuation procedures and respond accordingly in an emergency.
- must comply with the rules, regulations and City bylaws including Parks By-Law 134-95, Nuisance By-Law 195-2000 and the 'Municipal Alcohol Policy', where a 'Special Occasions Permit' has been issued. Copies are available through Recreation & Culture.
- must receive authorization prior to affixing any decorations or directional signs advertising your event. If granted, the applicant must ensure all decorations/signs are fireproof, affixed with masking tape and removed by the specified permit end time.
- must wear non-marking athletic shoes for all sport activities held in the gym.

IMPORTANT INFORMATION

- Sign and return one copy of the Rental Contract to Recreation & Culture in order to validate your permit.
- **WET FIELD POLICY:** No games are to be played on sports fields when posted or considered unplayable by Community Services. Fields are closed if they meet the 'Wet Field Policy' criteria. Premium soccer fields are posted accordingly and locked when the 'Wet Field Policy' is in effect. The decision, as to whether an outdoor sport facility is considered playable during inclement weather rests with Community Services and **will be updated at 905-832-8577**. Contact this hot line for updates.
- Mobile/practice nets are not allowed on playing field surfaces but can be set up along sidelines during practices. Nets left on the field can result in damages to the irrigation sprinkler heads and/or loss of nets. Cost of repairs will be charged back to the user group.
- For problems, complaints or enquiries about any outdoor park, sport field or facility, please call 905-832-2281, press 0.
- The sale and/or consumption of alcohol is forbidden at all sports facilities and park locations unless a permit has been granted. Failure to comply with the LLBO and the 'Municipal Alcohol Policy' regulations results in immediate permit cancellation, notification of authorities and removal from the permitted area. Special Occasion Permit (SOP) must be on site during event. No refunds apply.
- Rental fees must be paid in full at the time of booking. The City of Vaughan reserves the right to cancel the permit if the applicant defaults in any payment. A \$30 administration fee is charged to all returned payments.
- Facility permits are valid for specified use, location, date and time, and may not be changed or subleased unless approval is first received by Recreation & Culture. In the case of a dispute, the status of Recreation & Culture's copy of the permit will take precedence.
- Various structures requiring an anchor (canopies, tents, etc) require appropriate locates and are the responsibility of the client. Copies of locates must be provided to the City of Vaughan for review 72 hours prior to event.
- Drinking water is not available at outdoor facilities.
- By-Law 270-81 prohibits amplified music by a mechanical device on City of Vaughan outdoor facilities on Statutory holidays and from 5:00pm one day to 7:00am the next day (9:00am on Sundays). Clients wishing to over-ride these hours can apply to City of Vaughan Council for a By-Law exception.
- Smoking is prohibited in all municipal facilities pursuant to the 'Smoke Free Ontario Act' and under By-Law 10-96.
- The City of Vaughan HST Registration no. is 108-130-642.