



Booking Requirements at Township Facilities

Effective Date: September 8, 2022.
Revision Date/s: June 17, 2026

Please review the following information before booking your event, and sign that you have received and understood the policy.

1. Bookings

1.1 Reservation of Space

To make a reservation, please contact the Parks and Recreation Operations Supervisor or Township Office at 519-462-2697.

A confirmation email will be sent to you, which includes an invoice, a client PIN number, and digital signature request. Twenty-five percent of the fee is due when booking, and the remainder must be paid before the event. For details, see "Fees".

All recreational facilities will be closed on Christmas Day, Boxing Day, and New Year's Day; and closed at 12:00pm on Christmas Eve and New Year's Eve.

1.2 Timing

External organizations with an ongoing event may be able to book up to two years in advance. Pricing will be at the prevailing rate at the time of booking.

2. Financial Information

2.1 Damages and Deposit

The event organizer or facility renter is liable for any loss or damage to the Township of East Zorra-Tavistock property or equipment.

A location audit will be performed pre and post event, and should there be any damages found, the event organizer/applicant will be responsible for any costs related to repairing the damage.

A \$500.00 damage deposit will be held for licensed events, and, if damage to the building or its contents occurs during the function, the user group will forfeit all or part of the damage deposit, at the discretion of the Manager of Public Works. Damages less than \$500.00 will be taken from that deposit; damages in excess

of \$500.00 will be invoiced.

These costs are payable to the Township of East Zorra-Tavistock by the event organizer immediately upon receipt of the invoice.

2.2 Fees

Event organizers are subject to fees listed in the User Fee document, found at www.ezt.ca

Twenty-five percent of the fee is due when booking, with a minimum deposit of \$50.00. The remainder must be paid thirty (30) days prior to the event, payments are due in full at the time of booking.

For recurring group bookings, payments are due the month prior to date of usage. For bookings taken less than thirty (30) days prior to event, payments are due at time of booking.

2.3 Insurance

The organizer of the event is responsible for obtaining the necessary Comprehensive General Liability Insurance coverage. The following provisions must be included:

- Minimum liability of \$2,000,000.00;
- The Corporation of the Township of East Zorra-Tavistock be named as an additional insured; and
- Cross liability/severability of interest clause.

Please provide a copy of the Certificate of Insurance, 72 hours prior to the event. Participants in your event may require waivers if the event activity is deemed risk sensitive.

2.4 Refunds and Administrative Fees

All monies paid, minus a \$50 administrative fee, are refundable, provided two weeks notice if given.

Changes to bookings made less than two weeks prior to an event will also be subject to a \$50.00 administrative fee.

2.5 Staffing Costs

Additional Township staff may be required to support an event, at a cost to the organizer or facility renter.

3. Safety Information

For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times.

Signed fire doors shall not be obstructed or propped open.

Should the event organizer(s), or the Township deem it is necessary that a third

party security guard provide security services upon Township property, only a security service as outlined under the Private Security and Investigative Services Act may be contracted.

- a. The Security Company must be the holder of a licence to engage in the business of selling the services of security guards.
- b. The Security Guards must be the holder a licence to act as a security guard.
- c. The Security Guard must have successfully complied with all required training.
- d. The Security Guard, or every person who is acting as a security guard, or holding themselves out as one shall wear a uniform that complies with the regulations.

3.1 Alcohol

No alcoholic beverages will be allowed or consumed anywhere within the facility or on the premises unless the required licensing is obtained from the Alcohol and Gaming Commission of Ontario.

Event organizers need to ensure that the responsible persons of the event, as listed on the S.O.P/liquor license, have read, understood, dated and signed each page of the municipal alcohol policy, and completed Appendix A and B. This needs to be submitted two weeks prior to the event date. Copies of the Alcohol Policy will be provided.

All tables must be clear of all alcoholic beverages by 1:30 am and Patrons of the event must be out of the premises. The Lessee and event staff must vacate the premises by 2:00 am. The Lessee will be charged at a rate of \$50 per hour for any time the premises are not vacant after 2:00 am.

3.2 Occupancy Loads

All public spaces have individual maximum occupancy capacities and loads based on the Fire and Building Code Regulations and are not to be exceeded.

Facility	Maximum Occupancy
Innerkip Community Centre	250
Memorial Hall – Main Hall	320
Memorial Hall – Upper Hall	85
Tavistock Arena Upper Hall	120

4. General Information

4.1 Anti-Hate

Public space, facilities, and properties within the jurisdiction of the Township of East Zorra-Tavistock will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual

orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy, as defined by the Criminal Code of Canada - hate propaganda laws and human rights act.

4.2 Compliance with Township Policies

If at any time an organization or an organization's meetings, events, displays, or other activities do not comply with any municipal policy, the Township may at its sole discretion:

- a. Refuse the organization's ability to request any municipal space, until the organization complies with all municipal policies;
- b. Cancel any meeting or event, remove any displays, signage, information or any materials erected in a municipal space without notice.

Please be advised that due to legislative requirements and/or emergencies, scheduled meetings/events may be cancelled and/or moved to an alternate date or location via last minute notification.

The organization agrees that decisions made are final, and shall save and hold harmless the Township, its officers, employees, agents, members of Council and the Mayor of any loss or damage.

4.3 Smoke Free Facility

The entire facility is a smoke free facility, in accordance with By-law #2015-36. Renters are responsible for ensuring that this condition is met.

4.4 Equipment

Items provided by the organizer for an event are to be removed immediately upon completion of the event, unless arrangements are made prior to the event. All articles left on Township property will be disposed of within 24 hours after the event. Event organizer may incur additional costs for disposal.

4.5 Lost, Stolen, or Misplaced Articles

The Township of East Zorra-Tavistock is not responsible for any stolen or misplaced items left on the property.

4.6 Waste and Recycling Management

Event organizers are encouraged to recycle whenever possible.

4.7 Confetti

No confetti is permitted, including metallic table confetti. If confetti is used, the renter will be charged the hourly staff rate to complete cleanup.

5. Ice Rental Rules and Regulations

- a. One hour of ice rental is 50 minutes, and will be strictly adhered to. Curfew restrictions will apply in most cases, excepting Association play-downs, JR hockey, and special ice events.
- b. One hour of ice rental is 40 minutes where half ice boards are required to be

- set up, and will be strictly adhered to.
- c. No one is allowed on the ice until the back ice doors are closed by the arena attendant on duty.
 - d. People or groups renting the arena facilities are responsible for all willful damages that occur to the arena property by any member of the group.
 - e. No alcoholic beverages are allowed on the arena property at any time, unless licensed.
 - f. An organization may occasionally return ice back to by providing one (1) week written/verbal notice. The Township will do their best to re-sell this cancelled time; however, if this is not possible, the original permit holder will be responsible to pay for any ice time that has not been re-booked. The Township will provide a list of available ice time at each arena to assist with the re-selling of cancelled ice time.
 - g. If the ice rental goes 10 minutes over the time allotted, the person(s) or groups renting the ice will be charged for an extra ½ hour of ice time.
 - h. If cancellation is caused by an act of God, equipment failure/breakdown, power interruption, etc., the Township will absorb the loss.
 - i. Dressing rooms are available 30 minutes before a rental and a maximum of 30 minutes after.
 - j. Dressing rooms must be vacated 30 minutes after the completion of an ice rental. If players are still in the room after 30 minutes, the rental will be billed 30 minutes at the ice rental rate until the room is vacated.
 - k. Team management will be responsible for the dressing room cleanliness.
 - l. Arena management reserves the right to schedule ice time for special events, play-off dates, tournaments, etc. or circumstances as warranted. Efforts to reschedule any affected ice time will be made, where possible.
 - m. Renters may not trade their allotted ice time, unless approved by the Township.
 - n. The Township of East Zorra-Tavistock will not be held responsible for loss or theft of articles of clothing or equipment belonging to the applicant.

6. Same Day Ice

- a. The Township offers same day ice bookings. Same Day Ice is considered ice available on the same calendar day, from September to May, between the hours of 9:00am to the last booked rental of the day. For example, if the last booking of the day is at 7:00pm, Same Day Ice is available until 7:00pm.
- b. Same Day Ice is subject to facility and staff availability.
- c. Same Day Ice bookings are for a minimum for one (1) hour increments. Same Day Ice is booked on a first-come, first-serve basis.
- d. These bookings cannot be used to replace regular bookings. Bookings cannot be cancelled to book Same Day Ice. These bookings are final and non-refundable.
- e. The Township reserves the right to cancel Same Day Ice bookings when it is considered to be used for profit or gain or is being abused to replace in the place of regular ice bookings. Time will not be added to an existing contract.
- f. The Township reserves the right to cancel or amend the implementation of Same Day Ice at any time at its discretion.

7. No Cost Rentals

- a. The Township offers No Cost Rentals for community hall or pavilion rentals only, that are open to all members of the public, with no fee being charged to the attendees.
- b. No Cost Rentals are open to residents of East Zorra-Tavistock.
- c. No Cost Rentals are available during the hours of 8:00am to 4:00pm from Monday to Friday.
- d. No Cost Rentals are booked on a first-come, first serve basis. These bookings cannot be used to replace regular bookings.
- e. The Township reserves the right to cancel No Cost Rental bookings when it is considered to be used for profit or gain or due to conflict with a paid rental request.
- f. For profit organizations are not eligible for No Cost Rentals.
- g. The Township reserves the right to cancel or amend the implementation of No Cost Rentals at any time at its discretion.

8. Tavistock Arena Boardroom Rentals

- a. The Tavistock Arena Boardroom may be used for free, for a period of two hours, once a month, by any organizing committee, service club or community organization subject to facility and staff availability.
- b. This free use will be preempted by any paid booking user group at the hourly rate per the User Fee Schedule.
- c. Any use by the groups, over two hours, or more than once a month, will be charged at the hourly rate
- d. The free use does not include free use for private parties or small social events.

9. Pavilion Rentals

- a. The Township does not assume responsibility for weather conditions and temperature. Pavilion rentals are rain or shine.
- b. If an event is cancelled by the Township due to severe or inclement weather and cannot be rescheduled, a credit or refund will be issued.

10. Set up and Removal Days

Set up and removal days can be booked for the day(s) before or after a rental. No event activities are permitted to take place on these days. Set up and removal days can be booked at the time of event booking.

11. Clean Up

Clean up is to be carried out by the renter at the end of the rental. The renter is responsible for leaving the facility in the same condition as it was then they entered onto it, including the proper disposal of all litter. If cleanup is not completed, the renter will be charged the hourly staff rate required to complete cleanup.

The following clean up is required before leaving:

- a. All decorations, wrapping, or outside equipment brought into the space is

- removed.
- b. Chairs and table surfaces are wiped clean.
- c. Kitchen and bar counters are wiped cleaned.

Before leaving the building, ensure the following:

- a. All water taps are turned off.
- b. All appliances are turned off.
- c. All lights are turned off.
- d. All doors are locked.
- e. All garbage placed in bags.

12. Storage Space Rentals

- a. Renters are required to provide their own lock for their storage area, and to provide the Township with a means of opening the lock.
- b. Any work done on these storage areas must be approved by the Township.
- c. It is the responsibility of the renter to clean their storage area.
- d. There are to be no hazardous materials or items causing a foul odor to be stored in storage areas.
- e. Storage fees are paid annually, and invoiced at the beginning of the ice season.
- f. Any issues arising in a storage area will be given seven (7) days to rectify. Failure to do so will result in loss of the storage area.

13. Respecting Staff

The Township of East Zorra-Tavistock has a zero-tolerance policy for violence, vandalism and inappropriate behaviour at recreational facilities, community centre, parks, and programs. This applies to everyone – coaches, parents, players, performers, audiences, and visitors.

No form of violence, vandalism or inappropriate behaviour is acceptable on Township properties or facilities. Failure to abide by the standards will lead to immediate removal from the premise and/or trespass for up to three years and/or escalation to the OPP.

My signature below certifies that I have read and understood Booking Requirements at Township Facilities, and agree to abide by these conditions. I, the applicant and/or the represented organization hereby agree to indemnify and save harmless the Township of East Zorra-Tavistock and all affiliated groups and organizations, employees and officers from and against all claims, demands, losses, damages, actions, suits, or proceedings arising out of the use of the facility rented.

Name: _____

Signature: _____

Date: _____