



Town of Bracebridge Rental Agreement Checklist

Revised: July 16, 2020

Name of Renter:	Phone #:	Date of Event:
Permit #:	Facility:	

This checklist needs to be returned with a signed copy of the Facility Permit and Conditions of Use and the Rental Agreement including the General Fire Safety Plan. The booking is confirmed when all the necessary documentation is received, such as Insurance, Special Occasion Permit, signed Permit, and approval is provided by the Town of Bracebridge for the Special Event Permit (applicable for public events). A Facility Permit may be cancelled without the supplied documentation/approvals.

Please read and initial that you agree to the following:

Facility Booking Checklist	Renter	Office
Covid-19 and Other Diseases/Viruses: That we have reviewed and understand the: Orders issued under Ontario's Emergency Management and Civil Protection Act; and Guidelines issued by Ontario's Chief Medical Officer of Health and the Simcoe Muskoka District Health Unit in relation to offering health and wellness programs or any event to the public in public facilities AND That we agree to follow all applicable Orders and Guidelines.		
You agree that the Rent will be paid in <u>full thirty days</u> prior to the event or booking.		
You have read and understand the Permit with Conditions of Use AND the Rental Agreement with the General Fire Agreement and have signed off and returned both copies.		
You have reviewed the dates on the Permit for accuracy.		
If insurance is not purchased through the Town of Bracebridge Recreation Department, you will provide a copy of your Certificate of Insurance <u>one month prior</u> to the event or booking.		
If a Special Event Permit is required from the Town of Bracebridge Corporate Services Department, the authorization of this facility booking is dependent on the approval of the Special Event Permit and Special Events Policy.		
Are you planning a Special event within the Town of Bracebridge such as parades, exhibitions, fairs, street festivals that may require special requirements such as security precautions; parking, noise & animal control; barricades, locates, waste; road closures; food handling, public health & safety, portable toilets; first aid requirements; fire routes, capacity restrictions, pyrotechnics, tents, signage; lifeguards etc.?; A Special Event Permit must be obtained through the Corporate Services Department (705)645-5264. Special event organizers will provide notification to the community/neighbourhood in advance of the event and also provide alternative/active transportation recommendations to participants, considering accessibility provisions, ensuring personnel and volunteers are trained, and include on the site map provisions for first aid, lost person plan and inclement weather plan.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SMOKING including Ecigarettes/Vaporizers/Cannabis is NOT permitted on TLDSB and Bracebridge Sportsplex property due to the TLDSB's NO SMOKING policy and as per the Authority of the Province of Ontario Smoke Free Ontario Act. There are butt out stations located at the sidewalk on Clearbrook Trail. SMOKING is NOT permitted inside Town of Bracebridge Recreation Facilities or within 20 meters outside of the facility as per the Authority of the Province of Ontario Smoke Free Ontario Act. SMOKING is NOT permitted within 20 meters of any point of the edge of any playground, sports field or sport hard surface, or spectator area.		
You will provide a copy of your set up requirements <u>one month prior</u> to the booking or event. (not applicable for park rentals)		
Are you having alcohol at your event? You must provide a copy of your Special Occasion Permit <u>one week prior</u> to the event from the LCBO. (this will be required at least 90 days prior to the event for large, special events).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a retail vendor who is NOT based in Bracebridge with an established retail location and currently paying business tax and/or property tax? A transient trader's business license must be obtained through the Town of Bracebridge By-law Department (705)645-5264 and you will provide a copy of the license to the Recreation Department <u>one week prior</u> to the event. (Auctioneers exempt)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you planning to place signage throughout the Town of Bracebridge advertising your event? A sign permit must be obtained through the Town of Bracebridge Development Services Department (705)645-5264 and you will provide a copy of your permit to the Recreation Department <u>one week prior</u> to the event. You may require a sign permit for District Roads 705-645-2100 and provide a copy to the Town of Bracebridge Recreation Department.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
You will ensure that facilities clean, washrooms tidied, personal items removed, all garbage is bagged and neatly set aside etc.		
At the time of booking you will indicate if hydro and/or water, if available, is required or they will NOT be available.		
PLEASE READ ABOVE AGREEMENT, THEN PRINT & SIGN NAME BELOW		
I _____, hereby certify that I have read and agree to abide by the terms and conditions as stated above, (PLEASE SIGN AND PRINT NAME)		
Date Form Submitted by Renter to Recreation Department :		
Authorized Signature Town Staff & Date:		
Acknowledging receipt of ALL of the above documentation has been received. _____		

Thank you for leaving Municipal Parks and Buildings in the same or better condition than you found them.