



**Township of South Frontenac**  
**Outdoor Recreation Facility Booking**  
**Request and User Agreement**

<b>Booking Details</b>		
<b>Name of Activity or Event</b>		
<b>Name of Organization or Individual</b>		
<b>Contact Information</b>		
Address		
Phone number		Email
<b>Dates &amp; Times Requested</b>		
<b>Additional Setup/Amenities being requested</b>		
Will alcohol be served or consumed? <b>NO</b> <b>YES</b>		
Will food be sold or served to the 'Public'? <b>NO</b> <b>YES</b>		
<b>Location of activity and type of amenity</b> <i>(Select all that are required)</i>		
<b>Centennial Park</b>  Upper Ball Diamond Lower Ball Diamond Upper Soccer Field Lower Soccer Field Pavilion Park Court	<b>Memorial Park (The Point)</b>  Large Ball Diamond Small Ball Diamond Soccer/Football Field Pavilion Park	<b>Dave Bowes Memorial/Keeley</b>  #1 (East) Ball Diamond #2 (West) Ball Diamond Soccer Field
<b>Gilmour Point</b>  Pavilion	<b>Gerald Ball Memorial Park</b>  Soccer field Court	<b>Glendower Park</b>  Small Ball Diamond Park
<b>Wilmer Ball Diamond</b>	<b>Battersea Ball Diamond</b>	<b>Inverary Ball Diamond</b>
<b>Latimer Park (Heska)</b>	<b>Davidson Beach</b>	<b>Harris Park</b>
<b>McMullen/Verona Park</b>  Large Soccer Field Small Soccer Field Court	<b>Princess Anne Park (Hartington)</b>  Soccer Field	<b>Frontenac Arena</b>  Upper Soccer Field Lower Soccer Field
<b>Booking Fees</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Minor Sport Groups</b>		
<b>Seasonal Participant User Fee (one-time fee)</b>	\$8/participant	\$8/participant
<b>Tournament Fees Per Diamond/Field</b>		
Per Day (7am-5pm)	75.00	90.00
Per Night (5pm-11pm)	75.00	90.00
<b>Adult Sport Groups or Events</b>		
<b>Seasonal Fee (maximum 12 day/nights)</b>	200.00	300.00
Additional per over maximum	15.00	30.00
<b>Per Use (Diamond and/or Soccer Field and/or Park)</b>		
Per Day (7am-5pm)	50.00	75.00
Per Night (5pm-11pm)	50.00	75.00
<b>Additional Fees</b>		
Exclusive Use of Gazebo/Pavilion	50.00	75.00
Lights Per Night	20.00	25.00
Key Deposit	50.00	75.00
Clean-up Deposits (tournaments and/or events)	150.00	150.00
HST (13%) Added to Booking Fee Sub-Total		

## Terms and Conditions

1. Fees are payable two weeks in advance of the date of the event and bookings are not considered complete until payment is received in full. Key and Clean-up deposits will be deposited by the Treasury Office and refunded following the event upon satisfaction of the terms and conditions. Cheques must be made payable to the "Township of South Frontenac".
2. All fees are non-refundable unless the approved by the Arena & Recreation Supervisor.
3. The Township reserves the right to cancel a booking if persistent inclement weather results in damage to playing surfaces.
4. The facility is to be used only on the dates and hours indicated and use shall not exceed 11:00 p.m. except Sunday when it will not exceed 9:00 p.m.
5. All areas, building, equipment and other property of the Township shall be left in clean and undamaged conditions in its proper storage place.
6. The user will indemnify and save harmless the Township of South Frontenac itself, and all of its officers and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceeding, by whomever made, sustained, brought or prosecuted in any many based upon, occasioned by, or attributable to any injury or damage arising or resulting from any act or omissions of our organization, its servants in using the said premises.
7. Third party liability and property damage insurance policy coverage shall be required showing the Township of South Frontenac as third party thereto.
8. If you plan to have 'food truck' at your function, please contact the Building Department regarding any restrictions that may apply.
9. If you plan to have 'tents or structures' at your function, please contact the Building Department regarding any restrictions that may apply.
10. No person shall sell, advertise, announce, or display goods or merchandise or carry on any commercial activity, unless the Township of South Frontenac grants approval.
11. Parking is allowed in designated areas only.
12. Fires are not permitted unless, written permission is granted by the South Frontenac Fire Department and the Arena & Recreation Supervisor.
13. Camping is not permitted unless approved by the Arena & Recreation Supervisor, and exempted by the South Frontenac Township Council.
14. Games of chance are not permitted without a permit issued by the Township Office.
15. The Sale and consumption of alcoholic beverages is prohibited, unless under the authority of the L.C.B.O. Special Occasion Permit and in accordance with Section 10 of BY-LAW 2002 -57
16. If the Recreation Committee leases the canteen, the concessionaire shall have the sole right to sell food, materials and the like, in the Park area.
17. 'If' food is being sold/served to the Public, confirmation that the user has obtained a "Special Event" certificate from the K.F.L.A. Health Unit is required.
18. Sport Groups shall supply their own non-corrosive talc and spreader for lining of facilities. Bases and nets will not be supplied for tournaments by the Township.
19. It is the responsibility of the user to promptly advise the Township of any problems.

***I/We have read and fully understand the terms and conditions listed above and will abide by the said terms and conditions. Contravention of these conditions will void booking.***

***The Township of South Frontenac encourages users to use re-usable bottles.***

**Applicant Name**

**Date**

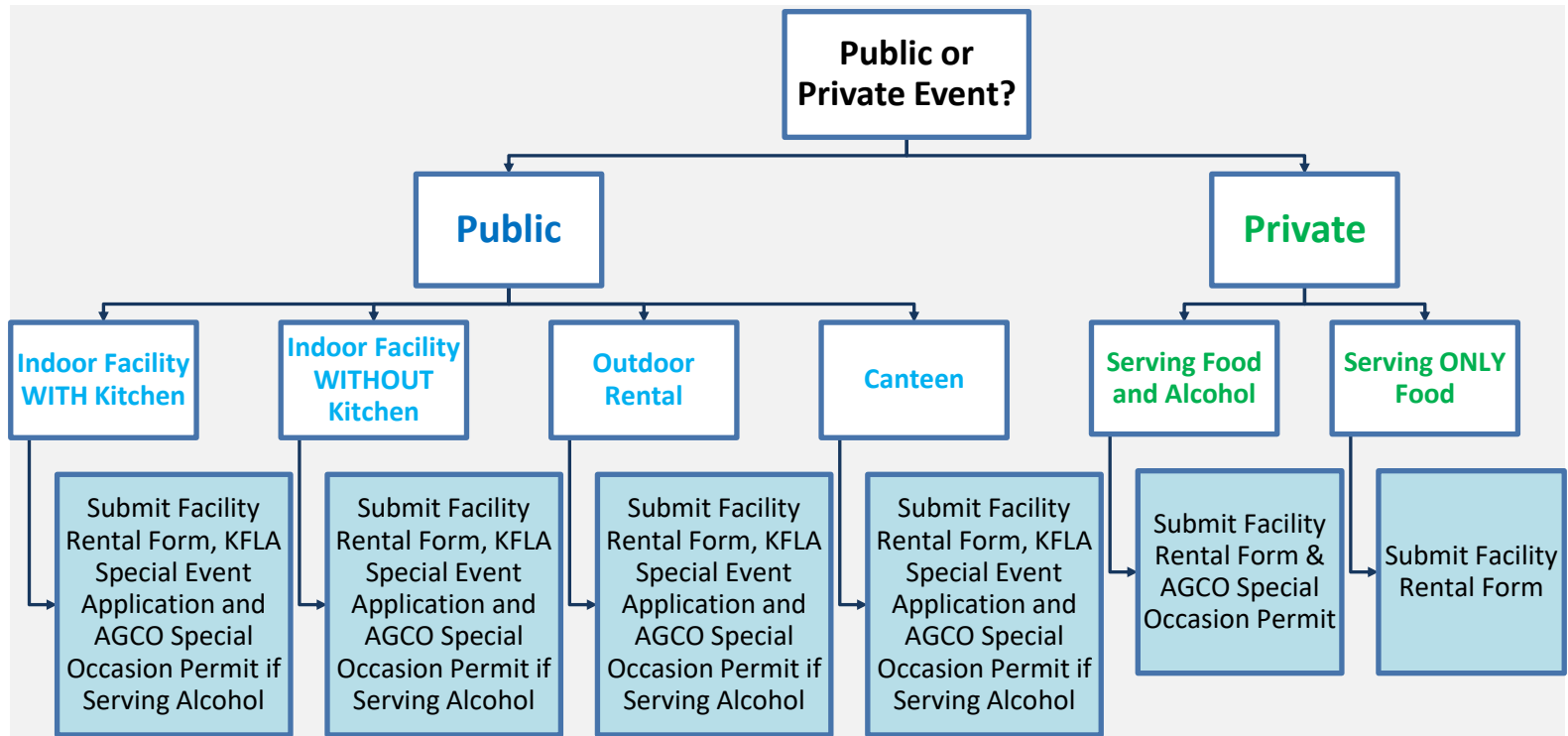
**Applicant Signature**



# Special Event Information & Regulations

## Food & Drink

Thank you for your interest in hosting an event with the Township of South Frontenac! The following diagram will help you determine the requirements of safely serving food and drinks containing alcohol in our facilities.



**NOTE:** An event is considered **public** if participation and/or food sales are open to any member of the general public. Events, whereby tickets are sold at a public establishment to any member of the general population, are considered public. An event is **ONLY** considered **private** when attendance is monitored and the event is only open to those with an invitation and/or permission to be on the premises for the duration of the rental.

**\*\* At least one person ON SITE at a **public event** must hold a food handlers certification \*\***

**\*\* If your event will be offering the services of a food truck or mobile food vendor, please ensure the vendor has submitted a KFLA Special Event Application in addition to your own**

**KFLA Special Event Application:** <https://kfla.formbuilder.ca/Environmental-Health/Special-Event-Application-Form>

**AGCO Special Occasion Permit:** <https://www.agco.ca/beer/special-occasion-permits-private-event>

**Township of South Frontenac Facility Rental:** [http://www.southfrontenac.net/en/resources/2019\\_SF\\_Indoor-Facility-Booking-Form-and-User-Agreement.pdf](http://www.southfrontenac.net/en/resources/2019_SF_Indoor-Facility-Booking-Form-and-User-Agreement.pdf)

Please direct any questions you may have to Public Works Support:

[bookings@southfrontenac.net](mailto:bookings@southfrontenac.net), 613 376 3027 ext. 4331