



Facility

Marathon Recreation Department

Phone Number

807-229-9943

Email

recoffice@marathon.ca

Facsimile Number

807-229-2499

SPACE IS CONFIRMED ONCE THIS APPLICATION HAS BEEN PROCESSED AND PAYMENTS HAS BEEN RECEIVED

Name: _____
Organization: _____
Invoice Address: _____

Phone: _____
Email: _____

It is the renter's responsibility to request adequate set-up and take-down/clean-up time. The renter will only be permitted on-site during the times outlined on the contract/application.

Form with fields for Name of Event, Estimated #. Of Guest, Day(s) and Date(s) of event, Set-up/start time, Clean-up/end time, Facilities (Swimming Pool, Viewing Room, Ice, Multipurpose Room, LCH Gym, Lobby/Theatre), Hours needed, Tables required, Chairs required, Hourly rate, Total, Deposit, Insurance, and Recorded in excel & Deposit File.

NOTE: Please indicate all activities that will apply to your event. Depending on activities, applicants may be required to supply other documentation before final approval. (i.e. insurance, liquor permit, etc.)

Other Information: _____

Will you be playing music (live or recorded)? YES [] NO []
(If yes, SOCAN is required)

Will you be serving alcohol? YES [] NO []
(If yes, Municipal Alcohol Policy applies)

Will food be served? YES [] NO []

Summary table with Facility Cost, Insurance, Deposit, Other, and TOTAL.

I hereby declare that I have read and understand the Terms and Conditions on Page 2 and agree to comply.

Date: _____

Applicant's Signature: _____

OFFICE USE ONLY section with fields for Date Received, Receipt #, Recorded in Outlook, Sent to appropriate department, Deposit, Insurance, and Staff Signature.



TERMS & CONDITIONS

1. The Town of Marathon will not be held responsible for personal injury or loss suffered by anyone while a facility, equipment or services are being used.
2. The Town of Marathon reserves the right to request a \$50 deposit for keys and issued to the applicant. Upon return of the keys, the \$50 deposit will be refunded.
3. All Lakeview Community Hall Gymnasium, Multipurpose Room & Theatre rentals may require a damage/cleaning deposit, once an inspection has been done and cleanliness standards have been met, a refund will be issued to the renter. The renter has the option to forfeit their cleaning deposit if they would like the Town of Marathon to clean the facility rented (7 days in advance). If you would like to take advantage of this option please **see reverse**.
4. The applicant assumes responsibility for all damages/losses arising from the use of facilities, equipment and services and agrees to reimburse for any costs incurred as a result of such damages and/or losses.
5. A minimum of ten (10) days' notice for cancellation must be given to the Community Services Department either in person, by email recoffice@marathon.ca or by fax 229-2499. The Town of Marathon reserves the right to cancel any rental without notice.
6. **All payments must be received at the time of booking the event/activity, unless arrangements for invoicing have been made.** A fee may be levied for the use of equipment or services. The user accepts responsibility for payment.
7. The Town of Marathon's grounds and facilities are designated non-smoking as per provincial legislation and municipal by-law.
8. The applicant is responsible for advertising/promoting its event/activity and assumes all financial and other risks created by competing/conflicting events/activities.
10. This application is to be returned to the Community Service Office at the Marathon Recreation Complex during office hours or faxed to (807) 229-2499. **No facility is officially booked until a contract is signed and returned (if necessary), and appropriate payment has been received, written confirmation is returned to you, or you are notified by our staff.**

INSURANCE and LICENSING

For higher risk events including events with alcohol you will be required to provide proof of insurance coverage, showing no less than \$2 million in general liability coverage, naming the Town of Marathon as additional insured. It is the renter's responsibility to ensure that all required insurance or licenses are secured and provided to the facility booking staff **prior** to your event (i.e. Liquor License, and Liability Insurance).