

# Parks & Recreation Facility Rental Application



## BOOKING INFORMATION

Main Contact:	Date of application:
Mailing Address:	
Email Address:	Contact Number:
Are you 18 years old? <input type="checkbox"/> YES <input type="checkbox"/> NO	Note that onsite supervision by someone 18 years of age or older is required.

## INFORMATION ABOUT THE EVENT

**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.**

Name of Event:			Estimated #. Of Guest:		
Day (s) and Date (s) of event:			Set-up/start time:	Clean-up/end time:	
<input type="checkbox"/> Meeting/Training/Workshop	<input type="checkbox"/> Birthday	<input type="checkbox"/> Schools	<input type="checkbox"/> Special Event	<input type="checkbox"/> Other: _____	
Facilities	Hours needed (minimum 1 hour)	Tables required	Chairs required	Hourly rate	Total
<input type="checkbox"/> Swimming Pool (minimum 1hr)	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
<input type="checkbox"/> Viewing Room (minimum 1.5hr)	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
<input type="checkbox"/> Ice (.50hr)	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
<input type="checkbox"/> Multipurpose Room (minimum 1hr)	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
<input type="checkbox"/> LCH Gym (minimum 1hr)	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
<input type="checkbox"/> Other _____	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____
Deposit:	<input type="checkbox"/> Cleaning <input type="checkbox"/> Key		\$ _____ received on _____		\$ _____ returned on _____
Cleaning Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ received on _____		Sent to Louise <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Music (live or recorded):  Yes  No      Alcoholic Beverages:  Yes  No      Food Service:  Yes  No

**All food/beverages excluding birthday cakes MUST be catered through the Gingras Girls unless otherwise agreed upon by them. Please contact 1-807-707-8484 if you would like food at your event.** \_\_\_\_\_

I will not use any form of tape or adhesive on the LCH gym floor. \_\_\_\_\_

Insurance  Yes  No      Would you like to purchase All Sport Insurance thru the Town of Marathon?  Yes  No

Available confirmed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Payment: <input type="checkbox"/> Paid in full <input type="checkbox"/> No Charge <input type="checkbox"/> Invoice	Recorded in: <input type="checkbox"/> Outlook <input type="checkbox"/> Deposit spreadsheet
Copied to: <input type="checkbox"/> Operators <input type="checkbox"/> Pool <input type="checkbox"/> Louise <input type="checkbox"/> Tammy	Staff Signature: _____ Date: _____	

**See other side for Terms and Conditions**

# Parks & Recreation Facility Rental Application

## 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. 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.
9. This application is to be returned to the Parks & Recreation 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).

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Signature of Applicant

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Date

Parks & Recreation Office

P 807-229-9943 F 807-229-2499

recoffice@marathon.ca