



Special Event & Rental Policy

General Statement of Policy:

The purpose of this policy is to ensure the public can enjoy full benefit of all municipally owned assets in the Village of Blacks Harbour fairly and equitably.

Authority:

This policy has been implemented by authority of the Municipality of Blacks Harbour.

Objective

The objective of this policy is to ensure access to all municipally owned assets is granted in a fair and consistent manner.

General Procedure:

Individuals or groups wishing to hold a special event in any municipally owned asset will complete the **Rental Request** form and submit it to the Recreation Committee through the municipal office, at least 30 days prior to the event. The committee will review the request and advise the applicant accordingly of their decision and any special conditions, if applicable.

Process

1. The event organizer completes the Rental Request form (Schedule 'A') and submits it to the municipal office, along with a copy of their special event insurance policy (if applicable), for consideration by the Recreation Committee, at least four weeks in advance of the proposed event.
2. The Recreation Committee reviews the application and renders their decision on the request and stipulates any special conditions, if applicable.
3. If the application is approved, the event organizer meets with municipal staff to view the space and confirm details.
4. Event organizers must remit payment for the rental, prior to the event, in accordance with Schedule 'B'.
5. Event organizers must agree to adhere to all conditions of the Rental Agreement, as outlined in Schedule 'C'.

**Village of Blacks Harbour
Certified Copy**

Signed on behalf of Council: Terry James, Mayor

Signed on behalf of the Administration: Heather Chase, CAO

Date approved by motion of Council:



**Special Event Application
 Schedule 'A'**

The following information is required to assist in the review and consideration of your request to use the Village of Blacks Harbour facilities. It is very important that the information provided below is accurate and complete so your request can receive maximum consideration.

Event Organizer:	
Host Organization, if applicable:	
Address:	
Phone	
Email:	
Space Requested:	
Date Requested:	
Time Slot Requested: Please ensure you include set-up and tear down time in your request.	

This event:

- Is open to the public
- Is a private event
- Has an admission fee and/or will include the sale of tickets or items to generate revenue
- Will serve alcohol (Please Note – if the event serves alcohol, a special permit must be issued by the department of Public Safety and the Event Organizers must secure insurance for the event.)
- Will have fire safety elements such as, but not limited to fireworks, fog machines, heaters, etc.
- Will have food or other items available for purchase

A Note on Insurance

Event organizers must provide a Certificate of Insurance showing proof of a Comprehensive Policy of Public Liability and Property Damage insurance of no less than two million dollars (\$2,000,000). The Certificate of Insurance must name the Village of Blacks Harbour as an additional insured.

This Certificate must be presented to the municipal office, prior to the event. If the Certificate is not provided, the municipality reserves the right to cancel the event up to and including the day of the event and assumes no liability for the legal of financial consequences suffered by the organization as a result of their failure to comply with this policy.

Organizers of community events that are open to the public may apply to have their event “municipally sanctioned”, which requires a motion of Council. If an event is deemed “municipally sanctioned”, the requirement for Insurance may be waived.

Events that serve alcohol will not be municipally sanctioned.



Rental Fees Schedule 'B'

Rental Fees

Space	Hourly	Half Day (4 contiguous hours)	Full Day (8 contiguous hours)
Council Chambers (during business hours)	\$25, plus HST	\$75, plus HST	\$175, plus HST
Council Chambers (outside of business hours)	\$50, plus HST	\$150, plus HST	\$325, plus HST
Hockey Ice Surface	\$120, plus HST	\$350, plus HST	\$500, plus HST
Curling Ice Surface	\$60, plus HST	\$175, plus HST	\$250, plus HST
Curling Club Space	\$60, plus HST	\$175, plus HST	\$250, plus HST
Kitchen Rental	\$40, plus HST	\$40, plus HST	\$40, plus HST
Entire Arena Facility	\$200, plus HST	\$585, plus HST	\$835, plus HST

A Note on Rental Fees

Individuals or organizations that do not charge for event attendance, or do not benefit financially from the event may request to have the rental fee waived. It will be up to the discretion of the Recreation Committee to waive all or a portion of the rental fee.

The rental fee also includes advertising on our municipal website, facebook page and exterior signs.

Damage Deposit/Security

The municipality reserves the right to request a damage deposit upon signing the rental agreement, which shall be refundable, if no damage is incurred. The municipality also reserves the right to require security personnel attend the event should they feel it is necessary. All costs related to security will be paid for by the host organization.

Cleaning Fees

If the event organizer fails clean the space following the event, the municipality reserves the right to charge \$25, plus HST per hour to return the space to an acceptable condition.



Rental Agreement Schedule 'C'

1. **Event organizers should not advertise the event or make financial commitments prior to obtaining approval for the event.**
2. Bookings are considered on a first come, first serve basis and are to be requested through the Municipal Office by submitting a completed Application Form at least 30 days in advance of the event.
3. Only persons 19 years of age or older may rent space.
4. The Village of Blacks Harbour reserves the right to cancel an event, up to and including the day of the event, or at any time during an event, if the event organizer has contravened the Rental Agreement or there is a threat to public safety.
5. The event organizer is responsible for participant conduct.
6. Events must not compromise the safety of participants or the public. Accordingly, event organizers are responsible for the security and safety at the site and for ensuring there is sufficient personnel available to maintain a safe environment.
7. All activities are confined to the specific space that has been rented.
8. If equipment is brought into the facility, it is to be removed immediately following the event. For exceptions, contact the Municipal Office. The municipality is not responsible for the safety of any items left behind following an event.
9. On completion of activities, any equipment or supplies used are to be cleaned and returned to their proper places, sinks cleaned, tables cleaned off, table and chairs left in their proper location, floors swept, spills and messes to be wiped up off all surfaces, including floors, dishes, cutlery and glassware are to be cleaned and put away and garbage bins are to be emptied and new bags put in the containers, then garbage is to be tied and put in the dumpster at the side of the building.
10. When through all lights must be turned off and washrooms checked to ensure water is not left running.
11. Decorations or signage are only to be attached with removable tape. Tacks, nails, screws or staples are NOT allowed in the walls or on tables or chairs.
12. All municipal space is **SMOKE FREE**.
13. The event organizer shall, during the term of the rental, ensure all the fire exits are kept open and free from obstruction.
14. Event organizers are responsible for setting up and taking down of tables and chairs.
15. Event organizers must designate and provide the name and contact information of an on-site individual who has the authority to intervene with and/or stop the event, if necessary, at any time during the event.



Rental Agreement Schedule 'C'

I am the person authorized to execute documents on behalf of _____.

As the event organizer, I hereby agree to indemnify and save harmless the Village of Blacks Harbour in respect to any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant or officer of the organizer arising out of or resulting from the use of the site by the event organizer.

As the event organizer, I acknowledge that I have read and understood the conditions contained in Policy 33 and agree to comply with them in full.

Signature: _____ Date: _____

For Office Use Only	
Completed application received on:	
Application forwarded to Committee on:	
Application considered by Committee on:	
Event organizer notified of decision on:	
Proof of insurance received on:	
Payment received on:	