

Please complete the following application as completely as possible and email your completed application to facilitybooking@pickering.ca or fax to 905.831.4181. Your request will be reviewed by facility booking staff and you will be advised as to the status of your request by a customer service representative.

Contact Information						
First Name			Last Name			
Organization					<input type="checkbox"/> Not for Profit <input type="checkbox"/> Profit	
Street Address			City	Province	Postal Code	
Telephone No. (Day)		Telephone No. (Eve)		Email Address		
Facility Requested			Room(s) Requested			
Date			Set-up Time (see note #1 below)		Event Time (Start/Finish)	
Month	Day	Year			Start	<input type="checkbox"/> am <input type="checkbox"/> pm
					Finish	<input type="checkbox"/> am <input type="checkbox"/> pm
Frequency <input type="checkbox"/> Single <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly (if monthly please specify (e.g., 3 rd Tuesday))						
Number of people attending.						
Purpose of Rental.						
Do you plan to sell food or any other product? If 'Yes' contact Facility Bookings Team for approval.			<input type="checkbox"/> Yes <input type="checkbox"/> No		Will you be having a band? If 'Yes' contact the Facility Bookings Team for approval.	
Will you be playing music?			<input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be dancing?	
Will pay duty police officers be in attendance?			<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you require additional electricity?	
Will an admission be charged?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If 'Yes' amount of fee	
Do you plan to sell or serve alcohol?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Profits (if any) from admission fees, food, and beverage sales will be used for.						

Notes to Applicants

- 1) If available at the location requested (see Rules & Regulations), it is the renter's responsibility to request adequate set-up time so they can complete their facility set-up prior to their event.
- 2) All Rentals **will** require a security/damage deposit. Refund of the deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. Deposits will be processed the first business week following your event. The permit holder must pay all damages to facilities arising from the use of facilities by permit even if above the deposit. To expedite your refund, it is recommended that the security/damage deposit be made by Visa or Mastercard. Payments made by cheque, debit or cash may take between 4 to 6 weeks to process through the Finance Department.
- 3) It is the renter's responsibility to ensure that all required licenses are secured and provided at least three weeks **prior** to the date of the event or function (i.e. Liquor License, Smart Serve Certificate, and Liability Insurance).
- 4) It is the renter's responsibility to ensure that all belongings are removed from the facility at the end of the rental.

We certify that we have read the Facility Rules and Regulations below and agree to conform hereto and to be strictly bound thereby.

Signature of Representative
(not required if sent by email as email considered signature)

Date

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering facility rentals. Questions about this collection should be directed to the City Clerk, One the Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Conditions of Agreement

- 1) The City reserves the right to cancel any permit temporarily or permanently, should accommodation be required for special events, or in an emergency.
- 2) 50% of payment is due at time of booking. This is a **non-refundable** deposit. The remaining 50% is due in full, 90 days prior to the permit date of the event.
- 3) Applicants must be members of authority in the organization seeking accommodation.
- 4) The facility is to be used only on the date(s) and time(s) specified, and only for the purpose named. **No teen dances/parties, stags or stagettes are permitted** in our halls. This permit is not transferable.
- 5) The City will not be responsible for personal injury or damage or for the loss or theft of clothing or equipment or anyone attending on the invitation of the applicant or any person contracted by the applicant.
- 6) The applicant shall be responsible for the conduct and supervision of all persons admitted to the building(s) and grounds and shall see that all regulations contained herein are strictly observed.
- 7) Unnecessary noise which disturbs the peace, quiet, or comfort of any person in any type of residence, place of business, etc., in proximity to the facility shall not be permitted.
- 8) The exits must be kept free from obstruction in case of fire.
 - a) The applicant must pay all damages arising from the use of the property.
 - b) A damage/security deposit will be charged for all rentals, to be refunded later, if there is no damage, or excessive maintenance costs incurred because of the facility rental.
 - c) The applicant must pay such fees for extra work by custodians, etc., as the city may determine.
- 9) Games of chance, lottery, or gambling in any form, contrary to law are strictly forbidden.
- 10) It shall be the responsibility of the applicant to see that all people admitted to the function being held have vacated the premises promptly by 1:00 am (12:00 am for Dorsay Community & Heritage Centre).
- 11) If liquor of any type is to be served, sold or available at the function, the applicant must obtain all necessary permits and licenses and must adhere to the City of Pickering 'Municipal Alcohol Policy'. A copy of the liquor license must be posted on the wall for the duration.
- 12) The City of Pickering requires every event have a minimum of \$2,000,000 third party general liability insurance coverage. This insurance must be purchased as part of the rental process.
- 13) For all special occasion permits, only monitors and servers that possess a server intervention program certificate (Smart Serve) will be permitted to use the designated facility. Information is available at www.smartserve.org.

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- 14) The licensor reserves the right to provide security personnel or Pay-Duty Police at the expense of the licensee, should the Supervisor, Facilities Maintenance deem necessary.
 - 15) Permit cancellations are subject to a \$48.00 administration fee.
 - 16) All cancellations must be received in writing ninety days prior to the function, or the entire rental fee will be forfeited.
 - 17) All rental rates are subject to increase. Post-dated cheques will not be accepted.
 - 18) This contract is not valid unless it is signed and dated by the person renting the facility and returned as soon as possible to the Facility Booking Clerk.
 - 19) For certain facilities, Recreation Complex Staff will set up the tables and chairs 'provided' a diagram of the layout is submitted one week preceding the function. You may obtain the diagrams at the Complex Information Desk. Any materials/articles dropped off prior to the function, or left after the function, must have prior approval from facility maintenance or designate.
 - 20) If the Recreation Complex Banquet Hall is rented, please use the outside entrance to Banquet Hall, do not use main Complex/Lobby doors.

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HST applies to this Rental – Registration No. 108078593

Facility Rules and Regulations

Failure to comply with the below will result in loss of damage deposit.

A. All Facilities

- Confetti and/or rice are not allowed in City facilities or parking lots.
- Candles are not permitted.
- Propane canisters are strictly prohibited on the premises.
- All inflatables are strictly prohibited in all facilities (indoor and outdoor)
- Facilities must be vacated by 1:00 am (12:00 am for Dorsay Community & Heritage Centre), ensuring that all decorations and function supplies have been removed.
- Smoking and vaping are not permitted in any City facility. All City facilities are designated non-smoking (Durham Region By-law No. 28-2019).
- The City of Pickering cannot supply ladders or lift equipment to any permit holder. If this service is required, it must be arranged with and approved by the City of Pickering one week prior to the event.
- Caterers, bartenders, disc jockeys, entertainers, liquor licenses, etc., are the responsibility of the renter.
- Keys for West Shore Community Centre may be obtained at the Recreation Complex during regular operating hours. Please call 905.831.1711 for hours.
- Liquor License must always be visible on the bar wall during the function, and while alcohol is on site.
- As per liquor regulations, all bars must close at 12:00 am (11:00 pm for Dorsay Community & Heritage Centre). Last call must take place 30 minutes prior to closing time. All Special Occasion Permits must comply with the city's Municipal Alcohol Policy.
- Unnecessary noise which disturbs the peace, quiet, or comfort of any person in any type of residence, place of business, etc., in proximity to the facility is not permitted.
- Daytime rental keys must be returned immediately following the function to the Recreation Complex.
- Evening rentals (those finishing after 9:00 pm) must be returned before 12:00 pm the following day to the Recreation Complex.
- Decorating is the sole responsibility of the renter.
- Staples, tape, nails, glue, etc., are not permitted. Helium balloons are permitted, provided they are securely anchored and removed immediately following the function.
- Set up times for your event are as per your permit. You will not be granted access to the room before the permitted time.
- Renters must supply their own mix.

B. West Shore Community Centre

- Garbage must be placed in the garbage bin at the back of the building.

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- Renters are responsible for their own set up.
 - Tables and chairs must be put neatly away in the storage room.
 - No live bands are permitted.
 - Renters must supply their own mix.

C. George Ashe Community Centre

- The piano is the property of the Rouge Hill Senior Club. Please do not move/use.
- City of Pickering staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix and ice.

D. Don Beer Arena

- Renters are responsible for their own set up.
- Tables and chairs must be put neatly away in the storage room.
- Renters must supply their own mix and ice.

E. Chestnut Hill Developments Recreation Complex East/West Salons & O'Brien Meeting Rooms

- Recreation Complex Staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix.

F. East Shore Community Centre

- Renters are responsible for their own set up.
- Tables and chairs must be put neatly away in the storage room.
- Renters must supply their own mix and ice.

G. Dorsay Community & Heritage Centre

- City of Pickering staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix and ice.
- All requests for wedding bookings will be coordinated in advance by the Facility Booking Clerk at Dorsay Community & Heritage Centre.

For complete regulations, please see Conditions of Agreement.