

Date Received: _____	Staff: _____
Follow-up Needed: _____	
Approved: _____	

Applicant Information:	Resident	Commercial/Non-resident	Community Group	Internal Department
Organization Name				
Contact Name		Phone		
E-mail		Address		
City		Postal		
Rental Purpose		Expected Attendance: (max is 80 people)	Adults	Youth

Rental Type	Date of Rental	No. of Hours <i>2-hour minimum</i>	Start & End time <i>includes setup/take down</i>	\$ / Hour	Total
Event (excluding Sunday) - between 5pm and 10pm (2 hour min) (tables and chairs provided upon request)				\$302.50	
Event (Sunday) - between 5pm and 10pm (2 hour min) (tables and chairs provided upon request)				\$402.50	
Wedding photos in the Greenhouse - before 5pm (2 hour block, open to public)				\$132.50	
Wedding photos in the Greenhouse - after 5pm (2 hour block, closed to public)				\$177.50	

	Subtotal:
	13% HST:
Insurance: 1-25 people, no alcohol	\$35.00
Insurance: 26-100 people, no alcohol	\$70.00
Insurance: 101-250 people, no alcohol	\$150.00
Insurance: 1-25 people, alcohol being served (license required)	\$135.00
Insurance: 26-100 people, alcohol being served (license required)	\$170.00
Insurance: 101-250 people, alcohol being served (license required)	\$250.00

*Max 15 Tables (30" x 6'), 6 Chairs per table*

Number of Tables Needed:  Number of Chairs Needed:

<ul style="list-style-type: none"> <li>❖ Payments can be made at any Municipal Service Centre location.</li> <li>❖ Applications and confirmation of payment must be received <b>15 business days prior</b> to event/photo date. If payment in full has not been received, the booking will be canceled.</li> </ul>	13% HST:
	<b>Total Payment:</b>

Rental Activities <i>Selecting yes may require approval, fees and/or insurance</i>			If yes, please explain below:
1. Will you be selling food?	Yes	No	
2. Involve fundraising or soliciting donations?	Yes	No	
3. Require selling tickets or merchandise?	Yes	No	
4. Include serving or selling alcohol?	Yes	No	\$5 Million Insurance Required and Special Occasion Permit Number:
5. Involve gambling or games of chance?	Yes	No	Special Occasion Permit Number:
6. Involve amplified sound?	Yes	No	

I acknowledge that the information provided is true and correct. I have reviewed the terms on the back of this form and understand the full terms and conditions of this rental.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Hamilton's Horticulture Section is committed to ensuring the inclusion of individuals with disabilities. If you require any accommodations, assistive devices, or this form in an accessible format, please contact [tropicalhouse@hamilton.ca](mailto:tropicalhouse@hamilton.ca)

**Non Permitted Uses**

The following uses are not permitted within the rental space:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party. This excludes the use of public broadcasts or radio
- Amplified sound or activities which can be heard outside of the permitted space
- Cooking food
- Attendance which exceeds the posted room capacities (80 people)
- Smoking or vaping within rented space, or on City property
- Alcohol or gaming, unless in specified facilities and appropriate licenses are obtained
- Use of amenities other than the area rented
- No latex or helium filled balloons
- No persons shall walk in or enter plant beds or water features (personal injury could occur from some plant species)
- Any acts of violence, as outlined in the City of Hamilton's Zero Tolerance Policy (CS-05-28), are not permitted by any means and will result in immediate ejection from the facility
- Any use of outside space requires a permit, for inquiries, email [facilitybooking@hamilton.ca](mailto:facilitybooking@hamilton.ca) or call 905-540-5590

**Cancellations/Changes**

Cancellations/Changes are subject to the following terms:

- Written notice 10 business days prior to event/photo date is required
- Refund will be provided if appropriate notice is given, less a 10% administrative fee
- Refunds for cancellations received with lesser notice will not be issued

**Minimum Time**

- Event Rentals must be at least 2 hours in length
- Photo Rentals must be at least 2 hours in length

**Supervision of Space**

The renter is responsible for ensuring appropriate supervision of space, including:

- Ensuring at least 1 adult is present for every 10 children for activities
- Activities conducted are safe, non-contact manner, and equipment is used safely and as per its intended use

**Set Up/Take Down/Clean Up/Damages**

The renter is responsible for all set up, take down, and cleaning of spaces rented and must:

- Set up, take down and clean up activities must be completed within the rental time
- Extra fees will be applied if rental occurs outside of permitted time
- Clean up any decorations, wrapping, spills, or outside equipment brought into the space using the supplies and garbage provided, and return the space to original condition. Extra charges will be applied if not completed
- Additional fees will be applied where damage to facility and / or plant material is caused by the renter
- All events must vacate the rental space by 10pm, to ensure staff are able to close the facility at 10pm

**Termination of Agreement**

- Permits are subject to termination from the City of Hamilton in unforeseen circumstances or facility closures. Refunds will be provided, however no further compensation for losses will be given.
- Permits are subject to termination from the City of Hamilton if the terms and conditions of the rental are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

<b>For Internal Use Only</b>		
<input type="checkbox"/> Payment Received	<input type="checkbox"/> Calendar Confirmation	<input type="checkbox"/> Insurance Provided
Special Provisions:		
Completed by (OSR):		