

Date Received: \_\_\_\_\_  
 Staff Init: \_\_\_\_\_  
 Permit #: \_\_\_\_\_

## CONTACT INFORMATION

SELECT ONE:  Regular Season  Tournament

Organization or Contact Name:		
Address:	City:	Postal Code:
Daytime phone:	Evening Phone:	Fax:
Email:	Website:	

## ADDITIONAL CONTACT INFORMATION - ORGANIZATIONS

Name:	Email:	Contact person will receive:
1)		Facility Booking- one Contact only e.g. Permit, Changes/Financial correspondence
2)		Sport Development Correspondence e.g. Zero Tolerance ,Newsletter

## GENERAL INFORMATION (One Application per event/usage type)

START DATE:		END DATE:	
<input type="checkbox"/> FIRST TIME APPLICANT	<input type="checkbox"/> Annual renewal: the requested date(s) and time(s) , and location(s) the same as last season  <input type="checkbox"/> Additional: requests, cancellation or changes to last season	<b>User Type</b> <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Youth Affiliated	<b>Estimated Number of Players:</b>
<b>Usage</b> <input type="checkbox"/> Games <input type="checkbox"/> Practices <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> Meetings	<b>Day(s)</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<b>Time (am-pm):</b>	<b>Location: ( Multiple days / locations to be input on attached spreadsheet )</b>  <b>Park:</b>  <b>Diamond or Field Specifics (i.e. Field #1):</b>

### Tournaments/Special events Details (Include a brief description)

Will you be selling or serving Food or Alcohol  Involve gambling or games of chance  Will event include Fireworks or Bouncy castles

## INSURANCE INFORMATION (Please Choose the option you will use and any details below)

<input type="checkbox"/> <b>OPTION 1:</b> Organization will provide a valid certificate of insurance evidencing proof of Commercial General Liability Insurance with a minimum coverage amount of \$2,000,000 per occurrence and endorsed to include the <u>City of Hamilton as additionally insured as well as</u> Team/Organization name on certificate.	<input type="checkbox"/> <b>OPTION 2:</b> Organization to purchase insurance for activity/event through the City  Number of participants (required info.):
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**Payment (City of Hamilton) or provision of "activity insurance" certificate must be received prior to release of permit.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide completed application to: **City of Hamilton - Facility Booking**  
 Location: City of Hamilton, Lister Block Building, 28 James St. N., 3rd Floor, Hamilton, ON L8R 2K1  
 Phone: 905-540-5590 Fax: 905-546-2338 Email: [facebook@hamilton.ca](mailto:facebook@hamilton.ca)

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

### **Payments**

All Payments are due based upon your permit schedule failure to provide payment will result in permit not being issued and no access granted to facility

- Credit Card Authorization or Postdated Cheque payments only.
- All Payments are due the first day of the previous month e.g. June bookings are due 01 May.

### **Cancellations or Changes**

Cancellations are subject to the following terms:

- Regular Season-2 weeks' notice (14 days), in writing is required on appropriate amendment form to cancel a date.
- A full refund will be provided if appropriate notice is provided.
- Refunds for cancellations received with less than 14 days' notice will not be issued.
- All Bookings made within 14 days of the event date are deemed as final, non-refundable, and non-transferrable.
- Tournaments- 30 day's written notice is required on appropriate amendment form to cancel a date.

### **Additional Permits**

Proof of additional permits such as Special Occasion Permit is required before event date. The Special Occasion permit should be available upon request before and during the entire event.

**Rain Out Policy** – Partial details- See [www.hamilton.ca/parks-recreation/facility-rentals-permits/sports-fields-rain-out-policy](http://www.hamilton.ca/parks-recreation/facility-rentals-permits/sports-fields-rain-out-policy)

Sports fields in the City of Hamilton will be considered UNPLAYABLE if the following conditions exist:

- i) Visual ponding of water on the surface of the field/diamond
- ii) Water sponging up around your feet when walking on the field/diamond

If either of these conditions exists, then the field/diamond will be considered "UNPLAYABLE" and the practice cancelled, or game rescheduled. Poor field/diamond conditions or weather conditions leading to cancellations by Park staff/League Administrators /Game Officials will result in a credit on the Permit holder's account. The credit will accumulate throughout the season and will be applied to the following season's contract.

In situations where City staff and/or Officials are not present, the league will ensure the policy is adhered to. Several factors must be considered, including the safety of the participants, the possibility of liability through accident or injury, and the unnecessary expense of field/diamond repairs and maintenance. Permit holders who have not utilized a field/diamond due to rainout conditions, must call Facility Booking by noon the following day. Where the game was scheduled for the weekend, the permit holder must notify Facility Booking staff by noon the following Monday.

**If a group ignores the "UNPLAYABLE" conditions, consequences may occur.**

**Smoking By-law**- [www.hamilton.ca/parks-recreation/parks-trails-and-beaches/smoke-free-parks-recreation-areas](http://www.hamilton.ca/parks-recreation/parks-trails-and-beaches/smoke-free-parks-recreation-areas)

**All City of Hamilton Recreation locations and surroundings are smoke free**

### **Insurance/License**

All City of Hamilton rentals require insurance

- **Option 1**- Supply insurance through your own provider by providing a valid certificate of General Liability Insurance evidencing proof of Commercial Liability Insurance with minimum coverage of \$2,000,000 per occurrence and endorsed to Include the **City of Hamilton as additionally insured**.
- **Option 2**- For a small fee, the City of Hamilton offers liability insurance to *eligible* events through its insurance program.
- **Additional Third Party Insurance or License required**- If you require this option for Special Events that will have bouncy castles, carnival equipment, fireworks alcohol or additional items, please speak with Facility Booking for further instructions.

### **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 permit are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

Full Terms and Conditions will be provided with a rental permit