



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

Applicant Information: <input type="checkbox"/> Resident <input type="checkbox"/> Commercial/Non-resident		<input type="checkbox"/> Community Group <input type="checkbox"/> Internal Dept			
Organization Name					
Rental Contact Name			Phone		
E-mail			Address		
City			Postal		
Rental Purpose			Expected Attendance: <i>Maximum of 125</i>	Adults	Youth

Rental Options	Date(s)	Start/End time(s) <i>Must include setup/take down time.</i>	Pricing	# of Days
Event - Half day (4 hours) between 9am and 5pm (no public entry, tables & chairs if wanted)			<input type="checkbox"/> \$336.60	
Event - Full day (8 hours) between 9am and 5pm (no public entry, tables & chairs if wanted)			<input type="checkbox"/> \$472.80	
Event - Evening between 5pm and 11pm (no public entry, tables & chairs if wanted)			<input type="checkbox"/> \$567.40	
Photos - before 5pm (2 hour block) (open to public, no tables or chairs)			<input type="checkbox"/> \$236.40	
Photos - after 5 pm (2 hour block) (closed to public, no chairs or tables)			<input type="checkbox"/> \$315.20	
Additional Fees: 1 additional hour for set up/take down			<input type="checkbox"/> \$75.00	
			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	
Number of Tables Needed: _____ <i>Maximum of 25 Tables (30" x 6')</i>	Number of Chairs Needed: _____ <i>Maximum of 125, approx. 6 chairs per table</i>		Subtotal:	
<ul style="list-style-type: none"> • Payments can be made at any Municipal Service Centre location. • Applications must be received 7 days prior to proposed event date. • Confirmation of payment must be received within 7 days of your received application. If the payment has not been received, the booking will be canceled and the time slot offered to other groups wishing to rent the space. 			13% HST:	
			Total Payment:	

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

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 (125 people)
- Smoking 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 room rented
- No latex or helium filled balloons
- No persons shall walk in or enter floral 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 or call 905-540-5590

Cancellations/Changes

Cancellations/Changes are subject to the following terms:

- 2 weeks' written notice (14 days) is required to cancel a rental
- Events with more than 75 people require 30 days' notice
- A full refund will be provided if appropriate notice is given
- Refunds for cancellations/changes received with lesser notice will not be issued.

Minimum Time

- Rentals must be at least 2 hours or more in length. Rentals less than 2 hours will be subject to Supervisor approval.

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

City of Hamilton staff retain the right to enter the rented space at any time. Renter and attendees are required to follow direction provided by City of Hamilton staff at all times.

Setting Up/Taking Down/Cleaning Up

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

- Include set up and take down times within the rental times permitted. Extra fees will be applied if rental occurs outside of permitted times or goes late
- Identify on the rental application if any assistance is required for set up or take down (subject to staff availability and additional fees)
- 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.

Extra Fees

Extra fees will be applied for the following requests and require Supervisor approval:

- Additional staffing costs will be applied if supervision guidelines cannot be met, rentals outside of operating hours, for large events, if set up/clean-up is required, or if program requires instruction from trained staff
- Damage to facility and / or plant material caused by the rental will be repaired or replaced at the renters expense
- An additional hour for set up and take down requires an additional fee of \$75.00

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.

For Internal Use Only		
<input type="checkbox"/> Payment Received	<input type="checkbox"/> Calendar Confirmation	<input type="checkbox"/> Insurance Provided
Special Provisions: _____		

Completed By (OSR): _____		