



# ROOM, POOL, GYM, HALL Rental Application

City of Hamilton, Recreation Division

[www.hamilton.ca/recreation](http://www.hamilton.ca/recreation)

Date Received: \_\_\_\_\_ Staff: \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 ( ) Follow-up Needed: \_\_\_\_\_  
 \_\_\_\_\_ ( ) Approved

<b>Applicant Information:</b> <input type="checkbox"/> Standard <input type="checkbox"/> Commercial/Non-resident <input type="checkbox"/> COH Department				
Organization Name				
Rental Contact		Phone		
E-mail		Address		
City		Postal		
Rental Purpose		Expected Attendance	Adults <input type="checkbox"/>	Youth <input type="checkbox"/>

<b>Facility Information</b> <i>If outside operational hours approval will be needed &amp; additional fees will be applied.</i>			
Facility Requesting	Room/Space Required	Date(s)	Start/End time(s) <i>Must include setup/take down time.</i>
Number of Tables Needed <i>Subject to availability</i>		Number of Chairs Needed <i>Subject to availability</i>	

<b>Setup/Other Requirements</b> <i>Will require approval and extra fees may be applied.</i>			
Setup Instructions:		Other Equipment Requests:	

<b>Insurance Options</b> Please check the insurance option you will be using for your rental	
<input type="checkbox"/> Option 1: Provide Own Insurance	<input type="checkbox"/> Option 2: Purchase Insurance
Valid certificate of appropriate General Liability Insurance must be submitted at the time of signing permit. Certificates must include: <ul style="list-style-type: none"> <li>• City of Hamilton named as additional insured</li> <li>• The name of the person (group) appearing on the permit must match this name on the Certificate</li> <li>• Valid term dates to cover the rental dates requested</li> <li>• Minimum coverage amount of \$2,000,000 per occurrence</li> <li>• Signature of insurer's authorized representative</li> </ul>	Select what applies to your rental: <ul style="list-style-type: none"> <li><input type="checkbox"/> Sport Type: _____</li> <li><input type="checkbox"/> Meeting/Workshop/Training</li> <li><input type="checkbox"/> Family Celebration/Social Gathering</li> <li><input type="checkbox"/> Camp Program</li> </ul> Is this a licensed event (include alcohol)? <input type="checkbox"/> Yes <input type="checkbox"/> No

Rental Activities <i>Selecting yes may require additional approval, fees and/or insurance</i>	Comments
1. Is your event open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Will you be selling or cooking food? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Involve fundraising or soliciting donations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Require selling tickets or merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Include serving or selling alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>\$5 Million Insurance Required and Special Occasion Permit Number:</i>
6. Involve gambling or games of chance? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Special Occasion Permit Number:</i>
7. Include a religious service or sacraments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Involve contact sports or activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Additional insurance will be required</i>
9. Include inflatables, bouncy castles, or dunk tanks? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Insurance must be provided by third party operating</i>
10. Involve amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have more than 75 people in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Require exclusive use of the building or facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Using a public swim/gym at the same time? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Ask staff for more details</i>

I acknowledge that the information provided is true and correct. I have reviewed the terms on the back of this form and understand I will need to provide payment and sign a permit with full terms and conditions before rental is reserved. By signing and submitting this form, there is no guarantee of rental.

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

The City of Hamilton's Recreation Division 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 [accessiblerec@hamilton.ca](mailto:accessiblerec@hamilton.ca)

**Full Terms and Conditions will be provided with a rental permit.**

### **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 (unless in a facility with a food grade kitchen).
- Attendance which exceeds the posted room capacities.
- 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, including fridge and kitchen access. If required, please specify on application and is subject to Supervisor approval.
- Activities which harass, discriminate or create an unsafe space.

### **Cancellations/Payment**

Payment is due at time of signing permit, or as per the schedule provided (for permits with ongoing rental days beyond one month). Payment methods accepted include cash, cheque, debit, MasterCard, and Visa.

Cancellations and Amendments are subject to the following terms:

- Requests for amendments to this permit must be submitted in person or in writing
- Requests to amend or cancel with less than 30 calendar days before event date will be subject to an administrative fee
- Requests to cancel a permit with less than 14 calendar days' notice will not be eligible for a refund. 30 calendar days' notice is required for events with more than 75 people. The Applicant will be responsible for all applicable rental rates and fees

All bookings made within 14 calendar days are deemed as final, non-refundable, and non-transferrable.

Any Applicant giving the City a cheque that is returned "Non-Sufficient Funds" may have the Applicant's rental cancelled, and will be charged an administrative fee. The fee and associated rental fees will be required to be paid within 72 hours of notice of the NSF or the permit will be terminated.

### **Minimum Time**

- Rentals must be at least 1 hour or more in length. Rentals less than 1 hour 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 room/gym activities.
- Ensuring pool admission criteria is met for aquatic activities (see additional materials).
- 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 room to original condition. Extra charges will be applied if not completed.

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

- Gym equipment.
- 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.

### **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.