HOW TO PLAN FOR A COMMUNITY EVENT

NAS Risk Management TOOLKIT for Neighbourhoods
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>What is Risk Management</td>
<td>1</td>
</tr>
<tr>
<td>City of Hamilton Insurance Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Game Day Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Neighbourhood Action Strategy (NAS) Planning Teams/Hubs</td>
<td>3</td>
</tr>
<tr>
<td>Liability Insurance for Private Property</td>
<td>4</td>
</tr>
<tr>
<td>Special Event Advisory Team (S.E.A.T.)</td>
<td>4</td>
</tr>
<tr>
<td>Other Fees and Forms</td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td>5</td>
</tr>
<tr>
<td>Safe Food Handling</td>
<td>6</td>
</tr>
<tr>
<td>City-Owned Facility/Recreation Rentals</td>
<td>6</td>
</tr>
<tr>
<td>Community Use of Schools</td>
<td>7</td>
</tr>
<tr>
<td>Some Other Things to Consider</td>
<td>8</td>
</tr>
<tr>
<td>Appendix A: NAS Groups Rental Process</td>
<td>9</td>
</tr>
<tr>
<td>Appendix B: Rental Application Form</td>
<td>10</td>
</tr>
<tr>
<td>Appendix B2: Occasional Outdoor Rental Form</td>
<td>12</td>
</tr>
<tr>
<td>Appendix C: Accessible Meeting Checklist</td>
<td>15</td>
</tr>
<tr>
<td>Appendix D: Adult and Minor Waiver Form</td>
<td>18</td>
</tr>
<tr>
<td>Appendix E: Photograph and Information Permission Form</td>
<td>22</td>
</tr>
<tr>
<td>Appendix F: Insurance Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Appendix G: Game Day Insurance Process</td>
<td>25</td>
</tr>
</tbody>
</table>
The purpose of the Risk Management Tool kit is to provide information to neighbourhood groups who are organizing and attending events on city owned property.

This toolkit explains the type of insurance needed for activities on city properties and other locations. It is a resource to help you become familiar with special events and BBQs.

Included in the tool kit are sample volunteer waivers and checklists that will help to make your event safe and welcoming for everyone.

What is Risk Management?

There is risk in everything we do. People manage risk every day. We often do this by instinct. However, when you are planning events where there are other people involved, it is very important for individuals and groups to think about how to avoid accidents and other risks that can bring harm to people. A well thought-out plan can help your group reduce risk and have a successful event.
In a document from Volunteer Canada\(^1\), they share a three-step risk management process. The steps are:

1. **Looking at the situation and asking what can go wrong and what harm could result;**

   **EXAMPLE**
   The Eagleton Neighbourhood was having a park clean up and were planning on handing out bottles of water. They determined that since the bottles were sealed, there was minimal risk and therefore they did not have to change their plans.

2. **Identifying practical measures that can be taken to keep such harm from occurring; and**

   **EXAMPLE**
   The Eagleton Neighbourhood were planning a Summer’s End BBQ for late August. In the past they had just used one of the members BBQ and cooler. They then reviewed the Safe Food Handling Guidelines and decided that the group would need to obtain both hot and cold thermometers, water containers, and soap.

3. **If harm does occur, identifying practical measures that will help to lessen the impacts of harm and pay for any resulting damage or losses.**

   **EXAMPLE**
   At the Eagleton Neighbourhood Association Summers End BBQ planning meeting it was suggested that the group rent a Bouncy Castle for the event. As they were applying for Game Day Insurance they realized that Game Day would not cover Bouncy Castles. They called the Bouncy Castle Vendor and found out that they have insurance on their own to cover the Bouncy Castle activity.

The article goes on to describe some ways in which groups or individuals can manage these risks. These include:

- Determining that the risk is minimal and doing nothing.
- Find a way to reduce the risk by making changes to processes or procedures.
- Determine that the risk is too high and change the event.
- Find a way to transfer the risk to a second party via a contract.
**Game Day Insurance**

The City of Hamilton requires a valid insurance certificate for all events that take place on City Property. For a nominal cost, the City of Hamilton offers eligible groups insurance for events held on or in a City property. The insurance called **Game Day** is an insurance program that helps make obtaining insurance for events and sports activities affordable and easy to obtain.

The Game Day insurance program is managed by the City of Hamilton’s Recreation Division located at 28 James Street North (Lister Block), Hamilton on the third floor.

The cost of Game Day insurance will vary depending on the type of event and the number of people attending. There are certain events and activities that will not be covered by this insurance. Some examples of excluded events are:

- extreme or contact sports
- skate boarding
- horse related activities
- bouncy castles

If your group is planning an activity that is not eligible for Game Day insurance, you will have to secure private insurance or provide proof of insurance from a private contractor who is overseeing the activity. If there are high-risk activities, the event organizer must obtain insurance as well as make sure that the provider of the high-risk activity also has insurance for their activity.

**Neighbourhood Action Strategy (NAS) Planning Teams/Hubs**

NAS Planning Teams or Hubs may qualify for reduced or waived park or facilities fees as well as reduced or waived Game Day insurance fees. The NAS Community Developer will be able to assist you to apply for these fee waivers or reductions.

To find out more about fee waivers or reductions please contact:

**Deb Clinton**  
905 546-2424 ext. 2660  
Deb.Clinton@hamilton.ca

As well, every Neighbourhood Action Strategy Planning Team or Hub has a Recreation Development Consultant assigned to it. Your Recreation Development Consultant will be able to assist you to determine if your event is eligible for Game Day, and if so can assist you with obtaining the insurance for your event or activity.

Attached as Appendix A, you will find a detailed rental process chart for NAS groups. To reach a Recreation Development Consultant, please contact:

**Manager of Program Development**  
905 546-2424 ext. 5015
Liability Insurance for Private Property

Some of the neighbourhoods have had to obtain independent insurance as their events and activities have occurred on private property. For these events, the Planning Team/Hub should work with Deb Clinton from the Neighbourhood Action Strategy Office.

905 546-2424 ext. 2660       Deb.Clinton@hamilton.ca

If you have to search for an independent insurance provider, you can check several things. The first is Festival & Events Ontario, which has a supplier list of “event friendly” suppliers.

www.festivalsandeventsontario.ca

You may also want to check with other groups that have held events to see if they have used an independent insurance provider. Lastly, you may want to check with your own insurance provider.

Special Event Advisory Team (S.E.A.T.)

S.E.A.T. is a team comprised of City staff representing various municipal divisions that facilitate and support outdoor events taking place on City property and, in some cases, events on private property that have a significant impact on City services. S.E.A.T. ensures that these events have all of the necessary permits, permissions and insurance in place to ensure that the event is healthy and safe for the organizers, participants, the corporation and other citizens.

If your event is going to be held outdoors on City property or on private property and significantly affects City services, your group will need to get approval from S.E.A.T.

In order to receive S.E.A.T. approval, you must complete a S.E.A.T. application online at seat1.fluidreview.com. You will be required to set up an account. In addition to the application, you will be required to submit a site/road closure map in order for your application to be processed.

The deadline for the submission of a S.E.A.T. application is 60 days prior to your event if it will take place anywhere other than on the road way (e.g. park, parking lot, etc.). If you are planning to hold your event on the roadway, you are required to submit a S.E.A.T. application 120 days prior to your event date.

It is a good idea to have your event details well thought out and these details on hand when you fill out the application.
You will have to provide:

- Contact information for your event, including information for an alternate contact person;
- Date(s) and time(s) for your event as well as the date(s) and time(s) for the set-up and take down of your event;
- Location for your event (i.e. City park, road way, Forecourt at City Hall, etc.)
- Event description;
- Information about the components of your event (i.e. whether you are having fireworks, alcohol, inflatables, live music, etc.);
- Information about food and non-alcoholic beverages at your event;
- Information about your waste management plan.

For more information about the S.E.A.T. application or about planning your event, please visit [www.hamilton.ca/seat](http://www.hamilton.ca/seat) and read the 2016 S.E.A.T. Guidelines.

If you have general questions about your event or the S.E.A.T. application, contact S.E.A.T. at:

- 905-546-4646             eventsoffice@hamilton.ca

### Other Fees and Forms

**Alcohol**

If your event includes serving alcohol, you must obtain a liquor license. This is the responsibility of the Province and can take up to 3 months to process. You can read more information about the process at the Alcohol and Gaming Commission of Ontario (AGCO) website: [www.agco.on.ca](http://www.agco.on.ca) or you can visit your LCBO.

Along with provincial licenses, you will also have to notify the City through a form that is available online.

- [www.hamilton.ca/alcoholpolicy](http://www.hamilton.ca/alcoholpolicy)

Once you have completed a form you can submit it to:

- liquorlicense@hamilton.ca
- City Hall, 71 Main Street West
  1st Floor, Hamilton, L8P 4Y5
  905 546-2782
Safe Food Handling

Events that sell or give away food to the public have to be approved by the City of Hamilton, Public Health Services 14 days prior to the event.

There is an administration fee of $32.00 + HST to be paid prior to the event.

As with the S.E.A.T. application, to complete the form you will need details of your event. These details include:

- How you will provide fresh water.
- How you will keep foods hot/cold.
- Do you have thermometers for both hot and cold food?
- How you will dispose of wastewater.
- How you will wash and sanitize utensils.

Public Health Services offers a detailed guide to assist groups to meet the requirements of safe food handling as well as help to complete the forms.

www.hamilton.ca/foodsafetyspecialevents Public Health Services at 905-546-2489

Along with the Public Health Safe Food Handling forms and fees, you can expect to pay fees for the following services:

- Road closures
- Barriers, pylons, “road closed” signs
- Traffic Signage
- Park rental fees
- Waste Management
- Hamilton Paramedic Service

City-Owned Facility/Recreation Rentals

If your group is looking to rent rooms, gyms, pools or some halls you will need to contact the facility directly. Attached as Appendix B and B2, you will find a copy of the Facility Application Form and an Occasional Outdoor and Ice Rental Form that needs to be completed. If you are looking to book a park or arena, you must contact the Recreation Division at 28 James Street North (Lister Block, third floor). When you book the property, you will be offered insurance through Game Day at the regular cost. Contact information for arenas and parks is below:

905 540-5590 facbook@hamilton.ca www.hamilton.ca/recbookings-rentals

A full listing of Recreation Centres can be found online at www.hamilton.ca/parks-recreation.
Community Use of Schools

Hamilton Wentworth District School Board (HWDSB)
The HWDSB has designated 25 schools as priority schools in the Hamilton area. Under the Priority Schools Initiative, the province has provided funds to the HWDSB to allow free after school access to not for profit groups to offer affordable or low cost programming.

Many groups and neighbourhoods recognize their local schools as assets and utilize their gym and community space for events. It is a popular location for events and some school’s space is very limited.

The HWDSB has set up an online booking process called “eBase”. Groups must set up an account in order to request space.

All rentals at the HWDSB will require insurance. You need to provide proof of insurance. There is an option on the online form to indicate that you need help with insurance. If your group needs help with insurance, you should choose that option. The HWDSB can sometimes offer a subsidy to groups to cover the cost.

It is a good idea to contact the HWDSB regarding School Rentals.
For further information:

Sarah Tracz  905-527-5092 ext 2374  rentals@hwdsb.on.ca
www.hwdsb.on.ca/community/partnerships/school-rental

Hamilton Wentworth District Catholic School Board
The Hamilton Wentworth District Catholic School Board (HWDCSB) also offers their schools for community use. They have a similar e-Base system in which groups will have to set up an account. There are fees for the school use.

For further information:

www.hwcdsb.ca/support/communityuseofschools  905-525-2930
Some other things to consider

We have compiled some forms/checklists that you may want to consider as you begin to plan your event or activity.

**Appendix A:** is a diagram that outlines the process by which you can apply for insurance and rental space for NAS Groups.

**Appendix B, B2:** form for Recreation Room, Pool, Gym, and Hall Rental and an Occasional Outdoor and Ice Rental form.

**Appendix C:** is an Accessible Meeting Checklist that will help you and your group ensure that your event is a welcoming experience for all.

**Appendix D:** is a sample waiver that you can have your volunteer’s sign that makes it clear that they are responsible for themselves and their own safety. The first one is for Adults; the second one is for Youth.

**Appendix E:** is a sample photo waiver. Getting this waiver signed by people who attend you events will give you permission to use their photos.

**Appendix F:** is a document of insurance requirements for room rentals.

**Appendix G:** is diagram of the Game Day Process for NAS approved community organizations/events.
Rental Process with Requests for Reduced Space/Insurance - NAS Group

**Step 1: Request the Space**
1. Application Form for Space
   1. Room/Gym/Hall Pool Application Form
   2. Park/Field/Ice Application Form

2. Payment for Space
   1. Room/Park Rental Fees OR if meets guidelines
   2. Fee Waiver Request Form

3. Insurance for Booking
   1. Provide Own
   2. Purchase Game Day OR for eligible NAS events
   3. Insurance Coverage Request Form

   **AND IF INCLUDES ANY OF BELOW FOR OUTDOOR RENTALS**
   - Food being given or sold to public
   - Alcohol/fireworks
   - Sound amplification/generator
   - Tents larger than 20'x40'
   - Stages larger than 225 sq.m
   - Amusement rides, inflatables
   - Projected attendance over 1,000

   **4. SEAT Application**

**Step 2: Submit Application**
(6 weeks before event)

Submit to Recreation Development Consultant

Recreation will confirm payment of space and insurance with SEAT

**Step 3: Permit and Payment**
(4 weeks before event)

Sign Permit and pay any applicable fees

Submit to SEAT Office
## ROOM, POOL, GYM, HALL RENTAL FORM

City of Hamilton, Recreation Division  
[www.hamilton.ca/recreation](http://www.hamilton.ca/recreation)

### Applicant Information

- [ ] Resident  
- [ ] Commercial/Non-resident  
- [ ] Affiliate/Community Group  
- [ ] Internal Dept

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Contact</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td>Address</td>
</tr>
<tr>
<td>City</td>
<td>Postal</td>
</tr>
</tbody>
</table>

### Rental Purpose

- [ ] Expected Attendance
- Adults  
- Youth

### Facility Information

*If outside operational hours approval will be needed & additional fees will be applied.*

<table>
<thead>
<tr>
<th>Facility Requesting</th>
<th>Room/Space Required</th>
<th>Date(s)</th>
<th>Start/End time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Tables Needed</th>
<th>Number of Chairs Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject to availability</td>
<td>Subject to availability</td>
</tr>
</tbody>
</table>

### Setup/Other Requirements

*Will require approval and extra fees may be applied.*

<table>
<thead>
<tr>
<th>Setup Instructions</th>
<th>Other Equipment Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Insurance Options

Please check the insurance option you will be using for your rental.

- [ ] Option 1: Provide Own Insurance  
- [ ] Option 2: Purchase Insurance  

Valid certificate of General Liability Insurance must be submitted at the time of signing permit. Certificates must include:
- City of Hamilton named as co-insured  
- The name of the person (group) appearing on the permit must match this name on the Certificate  
- Minimum coverage amount of $2,000,000  
- Signature of insurer’s authorized representative

Select what applies to your rental:
- [ ] Sport Type:  
- [ ] Meeting/Workshop/Training  
- [ ] Family Celebration/Social Gathering  
- [ ] Camp Program

Is this a licensed event (include alcohol)?  
- [ ] Yes  
- [ ] No

### Rental Activities

Selecting yes will require additional approval and/or fees

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is your event open to the general public?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Will you be selling or cooking food?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Involve fundraising or soliciting donations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Require selling tickets or merchandise?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Include serving or selling alcohol?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Involve gambling or games of chance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Include a religious service or sacraments?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Involve contact sports or activities?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Include inflatables, bouncy castles, or dunk tanks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Involve amplified sound?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Have more than 75 people in attendance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Require exclusive use of the building or facility?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Using a public swim/gym at the same time?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Signature of Applicant: ___________________________  
Date: ___________________________

---

**APPENDIX B**

**NAS Risk Management TOOLKIT**
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 accessible@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 (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/Changes
Cancellations/Changes are subject to the following terms:
- 2 weeks’ notice (14 days) is required to cancel a previously issued permit.
- 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 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
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.

Full Terms and Conditions will be provided with a rental permit.
Occasional Outdoor and Ice Rental Form
City of Hamilton, Recreation Facility Booking

This application form is to be completed fully and failure to do so may disqualify the application.

<table>
<thead>
<tr>
<th>Applicant Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Phone</td>
</tr>
<tr>
<td>E-mail</td>
<td>Address</td>
</tr>
<tr>
<td>City</td>
<td>Postal</td>
</tr>
<tr>
<td>Expected Attendance</td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>Youth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Information First and second choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility/Location Requesting</td>
</tr>
<tr>
<td>1)</td>
</tr>
<tr>
<td>2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Event: Please provide as much detail as you can</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Insurance Options Please check the insurance option you will be using for your rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Provide Own Insurance</td>
</tr>
<tr>
<td>Valid certificate of General Liability must be submitted at time of signing permit. Certificates must include:</td>
</tr>
<tr>
<td>- City of Hamilton named as co-insured</td>
</tr>
<tr>
<td>- Name of person (group) as per permit holder</td>
</tr>
<tr>
<td>- Valid dates to cover rental period</td>
</tr>
<tr>
<td>- Minimum coverage amount of $2,000,000</td>
</tr>
<tr>
<td>- Signature of Authorized representative</td>
</tr>
<tr>
<td>Option 2: Purchase Insurance</td>
</tr>
<tr>
<td>Patron or Organization will purchase insurance through the City of Hamilton.</td>
</tr>
<tr>
<td>This additional fee is based upon your event details.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Activities: Check all boxes- (Yes answer will require additional permits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>1. Will you be selling food?</td>
</tr>
<tr>
<td>2. Will event include Fireworks?</td>
</tr>
<tr>
<td>3. Require road closures?</td>
</tr>
<tr>
<td>4. Include serving or selling alcohol?</td>
</tr>
<tr>
<td>5. Involve gambling or games of chance?</td>
</tr>
<tr>
<td>6. Have inflatables, bouncy castles, or dunk tanks?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Processing Options Please check the process option you will be using for your rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: In person</td>
</tr>
<tr>
<td>Requirements: Completed application Form</td>
</tr>
<tr>
<td>Insurance Option</td>
</tr>
<tr>
<td>Full Payment</td>
</tr>
<tr>
<td>Option 2: By Email</td>
</tr>
<tr>
<td>Requirements: Completed Application Form</td>
</tr>
<tr>
<td>Insurance option</td>
</tr>
<tr>
<td>Credit Card Payment</td>
</tr>
</tbody>
</table>

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

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, insurance and sign a permit with full terms and conditions before rental is reserved.

Signature of Applicant: ___________________________  Date: ______________
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

All Bookings made within 14 days of the event date are deemed as final, non-refundable, and non-transferrable.

Payments
All Payments are due at time of booking, failure to provide payment will result in permit not being issued and no access granted to facility
- In person- Cash, Debit or Credit Card Payment
- Over the phone- Credit card payments only

Cancellations or Changes
Cancellations are subject to the following terms:
- 2 weeks’ notice (14 days), in writing is required to cancel a previously issued permit.
- A full refund will be provided if appropriate notice is provided.
- Refunds for cancellations received with lesser notice will not be issued.

Minimum Time
Rentals must be at least 1 hour or more in length. Ice rentals are by the hour only.

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 GAME DAY insurance program.
- Additional Third Party Insurance required- If you require this option (bouncy castles, carnival equipment, fire works) The third party will be required to provide a valid certificate of General Liability Insurance evidencing proof of Commercial Liability Insurance with minimum coverage of $5,000,000 per occurrence and endorsed to Include the City of Hamilton as additionally insured.
- Additional Third Party License - A license is required for each “Place of Amusement” business participating in the event. It is up to the service provider (not the event organizer) to ensure they have an amusement license in place for an event. Licenses are required for all raffles, bings and break open ticket activities (games of chance). These licenses are only issued to eligible organizations that are registered as Charitable, Religious or Non-profit organizations. All events serving alcohol must obtain the proper liquor license by applying to the Alcohol and Gaming Commission of Ontario

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
- Clean up any decorations, wrapping, garbage, or outside equipment brought into the space. Extra charges will be applied if not completed.

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.
The City of Hamilton

P.O. Box 2040
Hamilton, ON L8P 4Y5
Phone (905) 540-5590
Fax (905) 546-2338

FAX TO: ____________________  FAX #: ____________________

CREDIT CARD AUTHORIZATION FORM

I, ___________________________, for ___________________________

(Name)  (Organization Name- if needed)

Hereby authorize the City of Hamilton to charge my VISA / MASTERCARD

(Circle one) for rental payments, (individual, monthly and last minute rentals)

Rental # ____________________

Please print name as it appears on credit card

______________________________________________________________

Credit Card Number __________  __________  __________  __________  __________  Expiry __________

Signature: ____________________________  Clerk: ____________________________
ACCESSIBLE MEETING CHECKLIST

Planning a Meeting
- Plan ahead of time to ensure accessibility needs are met
- Assign responsibility for accessibility planning
- Location has visual fire alarms
- Invitation and promotional materials in alternate formats
- Event website is accessible
- ‘Event Accessibility Accommodation’ form completed
- ‘Accessibility Accommodation Request’ form attached with invitation
- Assisting Devices requested
- ‘Contracted Services Booking’ form / ‘ASL Interpreter Booking’ form completed
- Location serviced by accessible or parallel transit services
- Recent renovations or current construction impacting accessibility
- TTY / Bell Relay service
- Staff trained in disability awareness
- Water bowl and relieving area for service dogs
- Adequate logistics for support persons and service animals

Invitations and promotional materials
- Invitations and promotional materials identified with the International Symbol of Accessibility and other accessibility symbols.
- Invitations in alternate formats (Braille, on audiotape, via e-mail, in large print, on computer disk).
- Conference website available for people who use screen readers.
- Signs specific to the event are created in clear / large print.

Signage
- Signs for the street address or building name visible from the street
- Signs are well lit during evening events

External Environment
- Clearly marked signs written in large print & illuminated if necessary
- Sufficient accessible parking spaces
- Designated parking spots are firm, slip-resistant and close to entrance
- Curb cuts and/or level access to enter building
- Adequate snow removal
- Path of travel from parking lot to building barrier free, non-slip, few or no stairs, even level
- Wide ramps with gradual slope and handrails
- Sidewalks separate from roadway
- Location serviced by accessible/public transit
- Drop off area at the front of building
Entrances & Lobbies
- Wide doorways to accommodate mobility devices / guide dogs
- Lightweight doors with large handles or automatic door openers
- Entrances do not lead to blocked doors with buzzers or bells that must be pushed to permit access
- Entrance well lit and centrally located
- Telephone low enough for person with wheelchair/scooter
- Low counter service area for person with wheelchair/scooter
- Large and clear signage indicating meeting room within the building
- Signs mounted at a comfortable height for people with wheelchairs
- Staff / volunteers available at doorways to give directions or assist

Elevators
- Elevators large enough to accommodate mobility devices / guide dogs
- Elevators close to meeting facility
- Control panel at appropriate height
- Braille buttons, raised numerals
- Auditory signal, sound and/or light signals
- Additional signage clearly marked and at suitable height
- Visual cue system to alert people who are deaf or hard of hearing

Washrooms
- Close proximity to meeting
- Doors equipped with automatic or push button door opener
- Doors have raised (tactile) male or female sign or Braille lettering
- At least one accessible unisex washroom on the same floor as event
- Large enough to accommodate equipment
- At least one stall large enough to accommodate equipment
- Stalls have grab bars and raised toilet seats
- Signs clearly marked
- At least one accessible sink; easy to operate handles, accessible height
- Reachable faucets

Hallways & Corridors
- Wide enough to accommodate passage of equipment / guide dogs
- Interior doors easy to open
- Smooth, non-slip floors
- Adequate lighting
- Stairs have handrails on both sides
- Visual fire alarms
Meeting Rooms
- Meeting room located on the building entry floor
- Large enough for circulation, accommodate seating & mobilization of all individuals and their equipment
- Easy to navigate to – ideally on the 1st floor
- Refreshments and meals provided in an accessible location
- Refreshments service in lightweight & easy to use containers or dishes
- Speaking areas (podiums, stages) accessible to presenter and audience
- Check for noise levels, ventilation systems
- Accessibility related to window coverings, taped down cables & wires
- Equipment positioned in the least restrictive spot
- No visual distractions
- Well lit space and seating for sign language interpreter / captionist
- Appropriate drapery to provide reduction of light/glare from windows
- At least one telephone that can be used for person who is seated

Meeting Contents and Materials
- Promotional materials have appropriate international symbol(s) of accessibility printed in obvious location
- Materials available in formats that are required based on the needs of your audience (i.e. Braille, large print, electronic)
- Materials easy to read with:
  - Colour contrast (i.e. black on white)
  - Minimum of 14 point size
  - Simple font choice (i.e. Arial)
  - Non-glossy paper

Refreshments & Dietary Arrangements
- Bendable straws, lightweight cups within easy reach for individuals using wheelchairs or scooters
- Sugar-free drinks and desserts for those with dietary concerns
- Assign someone to assist with food and drink
- Suitable and/or adjustable table heights
VOLUNTEER ACKNOWLEDGEMENT OF RISK/INFORMED CONSENT - ADULT

I, (insert full name)

acknowledge that I will be performing the following volunteer activities:

(Description of volunteer activities in detail including location)

I confirm the following:

- I have the necessary knowledge, experience and ability to competently and safely perform these activities;

- I confirm that as a volunteer of the City of Hamilton I will perform my duties under the direction and control of the City of Hamilton.

- I acknowledge that I am not an employee of the City of Hamilton.

- I recognized that I am not covered by the Workplace Safety and Insurance Act in the event of accidental injury or disease;

- I acknowledge that the City of Hamilton does not carry medical insurance for volunteers and that any medical expenses incurred by me due to an accident would be my responsibility;
➢ I am aware of and accept the responsibilities, obligations and risks that may arise from my performing or participating in these activities;

➢ I fully understand the City of Hamilton is relying on my statements in this document being true and accurate and I would not be permitted to participate in the above activities if my statements were inaccurate or untrue.

➢ I acknowledge having read, understood and agreed to the above.

Dated at Hamilton, Ontario this _____ day of ______________________, 200__.

Witness:

__________________________________
Signature of Volunteer

__________________________________
Printed Name

__________________________________
Address

__________________________________
Telephone No.
VOLUNTEER ACKNOWLEDGEMENT OF RISK/INFORMED CONSENT MINOR

I, (insert full name in print)

acknowledge that I will be performing the following volunteer activities:

(Provide brief description of volunteer activities/duties including location and date)

I confirm the following:

- I have the necessary knowledge, experience and ability to competently and safely perform these activities/duties;

- I will perform my activities/duties under the direction and control of the City of Hamilton;

- I acknowledge that while in the course of my volunteer activities, I am not considered to be an employee of the City of Hamilton; as such, I recognize that I am not covered by the City’s Workplace Safety and Insurance Act (WSIB) in the event of accidental injury or disease;

- I acknowledge that the City of Hamilton does not carry medical insurance for volunteers and that any medical expenses incurred by me due to an accident would be my responsibility;
➢ I am aware of and accept the responsibilities, obligations and risks that may arise from my performing or participating in these activities;

➢ I fully understand the City of Hamilton is relying on my statements in this document being true and accurate and I would not be permitted to participate in the above activities if my statements were inaccurate or untrue;

➢ BY SIGNING THIS FORM, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED TO THE ABOVE.

NOTE: VOLUNTEERS UNDER THE AGE OF 18, REQUIRE PARENT/GUARDIAN SIGNATURE.

Dated at Hamilton, Ontario this _____ day of __________________, 200__.

Witness:

__________________________________________
Signature of Volunteer

__________________________________________
Printed Name

__________________________________________
Address

__________________________________________
Telephone No.

Signature of Parent/Guardian (if Volunteer is under 18 years of age)
PHOTOGRAPH AND INFORMATION PERMISSION

Date__________________________

The undersigned authorizes the City of Hamilton to permit photographers/videographers employed or designated by the City of Hamilton to take photographs and/or film/video footage of and to obtain quotations and information from the undersigned. Such photographs, film/video footage and recorded comments may be used for publications and broadcasts which may include but not be limited to the following: newspapers, radio, television, staff newsletters, news releases, pamphlets, brochures, flyers, and promotional publications and the undersigned shall be entitled to no compensation as a result of such use from the City of Hamilton.

Signature__________________________________
(Parent or Guardian if under 18 years of age.)

Print Name__________________________________

Print Section / Division Name
__________________________________________
__________________________________________

Address_____________________________________
__________________________________________

Phone_______________________________________
__________________________________________

Name of City of Hamilton Employee ____________________________
Title__________________________
Division__________________________
Address__________________________
Extension/ Phone Number ____________________________
Insurance Requirements for Room Rentals

<table>
<thead>
<tr>
<th>Duration</th>
<th>All Season Sport Activity (regular scheduled sports activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Season/Per Person</td>
</tr>
<tr>
<td></td>
<td>$2.97</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Hourly (max 1 day)</th>
<th>1 Day Event (per booking)</th>
<th>2-3 Day Event (per booking)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50</td>
<td>$1.08</td>
<td>$37.80</td>
<td>$75.60</td>
</tr>
<tr>
<td>51-100</td>
<td>$2.16</td>
<td>$75.60</td>
<td>$162.00</td>
</tr>
<tr>
<td>101-250</td>
<td>$3.24</td>
<td>$108.00</td>
<td>$216.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Teams</th>
<th>Price per Tournament</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8 teams</td>
<td>$216.00</td>
</tr>
<tr>
<td>9-16 teams</td>
<td>$432.00</td>
</tr>
</tbody>
</table>

**Low Risk Activities:** Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffleboard, Table Tennis, Tai Chi, Public Skating, Bocce Ball

**Medium Risk Activities:** Baseball, Basketball, Broomball, Cricket, Dodgeball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-Contact/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, non-Contact Marital Arts, Non-Contact Pick-up Lacrosse, Non-Contact Minor Pick-up Hockey, Ringette

**Note:** All events must take place on City of Hamilton property
Insurance Requirements for Room Rentals – with COH fee Names

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Price per booking</th>
<th>Price per booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>$37.80</td>
<td>$21.60</td>
</tr>
<tr>
<td>26-100</td>
<td>$75.60</td>
<td>$43.20</td>
</tr>
<tr>
<td>101-250</td>
<td>$162.00</td>
<td>$86.40</td>
</tr>
<tr>
<td>251-500</td>
<td>$216.00</td>
<td>Refer to insurance company</td>
</tr>
<tr>
<td>501-1000</td>
<td>$378.00</td>
<td>Refer to insurance company</td>
</tr>
</tbody>
</table>

Meeting, Workshop or Training with Activity

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>1 Day (per booking)</th>
<th>Annual Monthly meetings (annually)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-250</td>
<td>$5.40</td>
<td>$25.00</td>
</tr>
<tr>
<td>251-500</td>
<td>$10.80</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Family Celebration

<table>
<thead>
<tr>
<th>In Gym/Pool</th>
<th>Number of Participants</th>
<th>Children’s Birthday (per hour)</th>
<th>$8.64</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Club Room</td>
<td></td>
<td>Shower, Dinners, Reunions, Anniversaries, etc. (per booking)</td>
<td>$4.32</td>
</tr>
</tbody>
</table>

Insurance Requirements for Room Rentals – with COH fee Names

<table>
<thead>
<tr>
<th>Camp Program</th>
<th>Per Session (Max 2 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;100 (per booking) &gt;100 (per person)</td>
<td>$162.00</td>
</tr>
<tr>
<td></td>
<td>$3.24</td>
</tr>
</tbody>
</table>

The Identified Neighbourhood Action Strategy Neighbourhoods listed below are exempted from this insurance process (they have another process in place for insurance coverage):

- Keith
- Beasley
- Stinson
- Jamesville
- Davis Creek Riverdale
- South Sherman
- GALA
- Crown Point
- Rolston

Note: All events must take place on City of Hamilton property
Game Day Insurance Process for NAS approved community organizations/events

Event Organizer(s) submits S.E.A.T. Application and requests Game Day Insurance


NAS Community Developer reviews, signs completed form. Submits form to Recreation Developer.

Program Coordinator (S.E.A.T.) facilitates applicants request for Game Day Insurance to be added to park permit with Recreation Facilities Bookings staff.

Recreation Developer reviews and signs completed form. Forwards scanned signed copy to Community Developer, Recreation Facilities Bookings (facbook@hamilton.ca) and S.E.A.T. (eventsoffice@hamilton.ca)

Program Coordinator (S.E.A.T.) saves PDF to appropriate event file. Updates check list to confirm insurance for event.
References
