

Corporate Policy

10.5 Parks & Recreation Facility, Park, Pavilion Rentals and Special Event Guidelines & Procedures Policy

Approved by:	Council	on	November 13, 2023
Report No.:	P&R-26-23	Effective:	November 13, 2023
Reviewed:	Parks and Recreation Manager	Amended:	November 13, 2023
Next Review:	N/A	Note(s):	Reviewed by Township Staff

Purpose:

The purpose of this policy is to provide a general outline of the Township of Warwick regulations and guidelines for community members, groups, and organizations hosting events on municipal property and or renting space within parks and open space, facilities, baseball diamonds, East Lambton Community Complex (ELCC), arena floor, Warwick Community Centre, and parking lots and/or roadways.

A separate *Special Events on Municipal Property Guidelines and Procedures* document is available for all community members and organizers and will form part of this policy. The document will establish procedures and standards that will allocate minimum requirements including outlining the Event Application / Booking process in full and serves as the guiding document for event organizers who manage events on municipal property in the Township of Warwick.

Scope:

This Policy shall apply to all persons renting municipal property including but not limited to park space, facilities – ball diamonds and park pavilions, East Lambton Community Complex, arena, and/or roadways for the purposes of hosting an event.

This Policy shall also apply to all staff members who provide event support, including members identified below:

- Parks and Recreation Manager
- Public Works Manager

- Parks and Recreation Staff
- Clerk's office

Definitions

“Township” means the Corporation of the Township of Warwick.

“Event Organizer or Facility Rental Permit Holder” means any person or organization that holds a permit or event application for use of park space, area, and or facility for the purpose of hosting an event open to the public within the Township.

“Fee for Service” means the council approved fees associated for services provided by the Township of Warwick. Fees are approved annually and are subject to change.

Principles:

Events

For the purpose of this policy, events are defined as any planned gatherings, supporting cultural, recreational, charitable, and/or community initiatives. An event can be at one time, annually or be an infrequent occurring activity on the Township of Warwick municipal property that is reserved exclusively for the operation of an organized activity open to the public and which meets the following criteria:

- Celebration of specific theme.
- Pre-determined opening/closing, hours of operation.
- Available to the community at large, and
- Paid admission or free to the public.

Private events and rental bookings (ball diamonds, pavilions, ice rentals) are not required to complete an event application request. However, when being booked on municipal property, they are subject to the same permits, and specialized approval for public events as detailed in this policy when and where applicable. Rental booking permits will still be issued as required.

Event Application Process

All requests to rent a facility and/or to host an event on municipal property must be booked through the Parks and Recreation Manager or designate. Municipal venues that may be considered to rent and or host an event on municipal land include park and open space, facilities – Warwick Township ball diamonds, ice pad, park pavilions, East

Lambton Community Complex (ELCC), Arena Floor, Arena Upper Hall, Warwick Community Centre, and parking lots and/or roadways.

Community Events and facility bookings vary greatly from one to the next, requiring different approvals based on event's needs. Guidelines and procedures are clearly identified in the *Special Events on Municipal Land Guidelines and Procedures* document. This document forms part of this policy.

Below is a list of the various types of permits and specialized approvals that may be required to complete an event application request and are identified further in the *Special Events on Municipal Land Guidelines and Procedures* document.

- Insurance.
- AGCO Liquor licensing.
- Road/parking lot closure.
- Noise by-law exemption.
- Letter of Municipal Significance and Paid- Duty Officers (Alcohol).
- Tent permits.
- Food Safety.
- Open flame and fireworks.
- Signage and banners approval.
- Lottery Licenses.

Where possible, annual special events and large gatherings are provided a window of opportunity prior to January of the following year to secure same event dates for the following year prior to facilities being available to rent / book by the general public as determined by the Parks and Recreation Manager.

Fees for Service and Financial Obligation

All rental fees, equipment, and services fees are subject to the provisions of the *Council approved Fees for Services* as amended. Payment of applicable fees related to the event application shall be paid in full two (2) weeks prior to the rental.

Payment is accepted at the Parks and Recreation office located at the East Lambton Community Complex, 61 Centennial Ave., Watford. Payment methods accepted are cash, cheque or debit. Online payment can be made using customer number located on the rental permit. Staff have the ability to impose and require deposits as needed.

Non-sufficient funds (NSF) cheques may result in cancellation. The Township fee for NSF cheques will apply at the discretion of Township staff. No further rentals will be allowed until all outstanding accounts are paid in full.

User Groups: The Township of Warwick issues invoices on a monthly basis. A late payment fee at a rate of 1.25% per month shall be applied until paid in full.

Cancellations

Cancellations are permitted if given within two (2) weeks' notice of the event or booking date, in writing to the Parks and Recreation Manager, rhamney@warwicktownship.ca. A refund, (minus the non-refundable deposit and or Administration fee), will be provided if cancellation is provided with less than two (2) weeks' notice.

The Township of Warwick reserves the right to reasonably postpone, reschedule, or cancel any permit due to various circumstances. The Township reserves the right to cancel a contract or portion of the contract, without notice or refund, should there be a breach of conditions or regulations.

Provided Services

The event organizers or facility rental permit holder shall provide, transport, and set up their own equipment and supplies. Staff will ensure washroom facilities are open, where available.

Insurance Obligations

Event organizers, user groups and renters shall obtain such public liability and property damage insurance as to protect the renter against any claim for damages or personal injuries which may arise from or be connected with the operation of the function as identified in the *Special Events on Municipal Land Guidelines and Procedures* document. As an alternative, insurance can be purchased through the Township.

Role and Responsibilities

Event Organizer

- Liaise with the Park and Recreation Manager or designate on the submission of an event application.
- Comply with the event guidelines and procedures as outlined in this policy and / or within the Special Events on Municipal Property Guidelines and Procedures.

Parks and Recreation Staff

- Liaise with rental permit holders and event organizers and guide both through the necessary guidelines and procedures in relation to each specific event.

- First point of contact for all bookings.
- Take payments for all bookings.

Information and requirements identified in the Rental Permit, Special Events on Municipal Property Guidelines and Procedures document and in this policy will form the rental process and shall be directed and interpreted by the Parks and Recreation Manager.

Accountable:

Parks and Recreation Manager

Responsible:

Parks and Recreation staff and staff involved in facility rentals.