

**THE CORPORATION OF THE TOWNSHIP OF SEVERN**

1024 Hurlwood Lane, Orillia, Ontario  
 Telephone 705-325-2315 Fax 705-327-5818 www.townshipofsevern.com

**FACILITY USE PERMIT - HALLS**

FACILITY:  Coldwater & District CC                                      TODAY'S DATE:  
 Other

PURPOSE: \_\_\_\_\_ FACILITY LOCATION: \_\_\_\_\_

USER GROUP: \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE: (Business): \_\_\_\_\_ (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

DAYS / DATES OF USAGE	START	END	# of	# of	Cost per	Insurance	Sub-Total	Applic. Taxes	TOTAL
	TIME	TIME	Hours	Days	Hour			HST PST	
Exclusion Dates:									

Proof of Insurance  \$2 Million                                      Total Payable (Including Taxes)

Comments /Instructions/Equipment Required/Other Inclusions:

PAYMENT METHOD:      Payment Received       Cash       Cheque       Debit   
 Amount:\$ \_\_\_\_\_ Security Deposit:\$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Please make cheques payable to the Township of Severn.

The undersigned agrees to indemnify the Corporation of the Township of Severn of all claims arising in relation to the Permit Holder's usage of the facilities provided such claims are not caused by the negligence of the Township of Severn.

The undersigned further agrees to be bound by this permit and the Terms and Conditions contained herein and attached hereto, and hereby warrants and executes this permit on behalf of the user group and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

The Township of Severn hereby grants permission to use the facilities as outlined, subject to the terms and conditions of this Agreement contained herein and attached hereto, all of which form part of this Agreement.

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

Signature of Permit Holder

Signature of Township Designated Issuer

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par.28 and will be used to register program participants. Inquiries may be directed to 705-325-2315 #253.

**FACILITY USE PERMIT - HALLS  
TERMS & CONDITIONS**

**Note: Please read the following carefully. By signing the Facility Use Permit - Halls, you acknowledge, understand and agree to the following:**

1. The issuance of a Facility Use Permit is entirely at the discretion of the Township of Severn. The Township reserves the right to cancel any Agreement temporarily or permanently.

2. The facility(s) named on this Agreement is to be used on the date(s) and time(s) specified and only for the purpose(s) named. The Agreement is not valid unless signed by the applicant and approved by the Township.

3. This Agreement is **not transferable** without the express written consent of the Township.

**4. Cancellation Policy - to cancel this permit written notification must be received by the Township of Severn not less than 14 days prior to the date of the event stated on the agreement or full rental payment is required.**

5. The Township of Severn will not be responsible for personal injury or for the loss or theft of clothing/equipment of the applicant/organization, or anyone attending on the invitation of the applicant/organization.

**6. Smoking is prohibited on all developed parkland, sportsfields, playgrounds and recreational trails within the Township of Severn. The Permit Holder will be responsible to ensure that the Township By-Law is adhered to by all participants.**

7. The maximum attendance at any facility shall be governed by Fire Regulations or Department of Health. All exits must be kept free from obstruction at all times.

8. The Permit Holder is responsible;

(a) To indemnify and save harmless the Township of Severn from all claims, unless arising out the negligence of the Township of Severn, its employees or agents as decided by a Court of Law, and upon request will submit to the Township written confirmation of liability insurance coverage naming the Township of Severn as an additional insured in a form and amount satisfactory to the Township;

(b) To pay all damages to the facilities and/or furnishings arising from the use of same as granted by this permit;

(c) To pay appropriate fees for staff assistance including maintenance, bartenders etc;

(d) To comply with all Federal Laws, Provincial Laws, and Municipal By-Laws and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages;

(e) For the conduct and supervision of all persons admitted to the permitted facilities and shall see that all regulations contained in this permit are strictly enforced;

(f) To ensure that all persons admitted to the function have vacated the permitted facilities and that all privately-owned property and personal effects have been removed by the time specified on the permit

**I DECLARE THAT I HAVE READ, UNDERSTOOD AND SHALL OBSERVER THE RULES AND REGULATIONS STATED O THIS RENTAL AGREEMENT.**

SIGNATURE OF PERSON IN CHARGE

TOWNSHIP OF SEVERN

Date \_\_\_\_\_

Date Approved \_\_\_\_\_