

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy # GG – 005
Revision Date:

USE OF TOWN FACILITIES

Effective Date:
May 9, 2011

It is the intent of the Council of the Town of Lockeport to make available to organizations and individuals, the use of the Recreation Centre located in the Town Hall, the Council Chambers, located in the Town Hall, the Rental Office located in the Town Hall, the Seacaps Lighthouse Stage Facility located at Seacaps Park, the Concession Stands located at Seacaps Park, the Community Program Room located in the Seacaps Lighthouse Stage Facility, the Pavillion located at Seacaps Park, the Small Bandstand located at Seacaps Park, the Observatory located in the Crescent Beach Centre, the Rental Office located in the Crescent Beach Centre, and the Widow's Walk Look-Off.

RECREATION CENTRE

The Recreation Centre is the responsibility of the Lockeport Recreation Committee.

The Community Coordinator is responsible for the bookings, usage and to ensure that the maintenance of the facility is taken care of.

Occupancy Loads

The Fire Inspector representing the Town of Lockeport has established occupancy loads for the Lockeport Recreation Centre which are as follows:

Bingos – 156

Dances without alcohol – 197

Dances with alcohol – 156

Functions with chairs only (No alcohol) - 250

Free Use

Use of the facility may be granted free of charge for any one day or part of a day per year to charitable organizations of Lockeport, including churches and service clubs or any group considered by the Committee to qualify for charitable purposes, notwithstanding their profit making intentions.

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Business Use for Meetings

Businesses who wish to use the facility for meetings will be able to do so at the rate of \$60.00, plus HST, for up to four hours and an additional \$15.00 per hour for anything over four hours in one day to a maximum of \$100.00 for a full day.

Non-alcoholic events

Individuals who wish to use the facility for birthday parties, anniversary parties, baby/wedding showers, and similar **non-alcoholic** events, may do so at the rate of \$30.00, plus HST for up to four hours, and \$50.00 plus HST for over four hours.

A damage deposit of \$50.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Community Coordinator, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside of the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Lockeport Recreation Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Community Coordinator. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

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Fund Raising or Private Events

Those who wish to use the facility for **fund raising events such as dances, etc., or private events (i.e. weddings)** will pay a rental fee of \$150.00, plus HST for the day or evening upon signing the rental contract.

A damage deposit of \$100.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Community Coordinator, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Recreation Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Community Coordinator. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change. If alcohol is to be present at the event, proof of a Party Alcohol Liability policy must be provided to the Community Coordinator prior to access to facility being granted.

All functions involving alcohol must have at least two (2) licensed security or engaged R.C.M.P. Officers in attendance.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

No Smoking permitted.

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Use of the facility must be approved by the Community Coordinator.

Any request not covered above must be submitted to the Lockeport Recreation Committee by the applicant.

COUNCIL CHAMBERS – 26 North Street

Council Chambers will be made available, free of charge, to Municipal, Provincial and Federal Government Departments.

Bookings will be considered for during regular office hours only.

Council Chamber bookings are to be made through the Town Office.

Smoking and the use of alcoholic beverages are prohibited.

RENTAL OFFICE – 26 North Street

Organizations or Government Agencies may be provided use of the Rental Office which is located upstairs at the Town Hall.

Rental Office bookings are to be made through the Town Office.

There shall be a rental charge for use of the Rental Office which shall be set at \$20.00 per day or part thereof.

Bookings will be considered for during regular office hours only.

Smoking and the use of alcoholic beverages are prohibited.

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SEACAPS PARK (Excluding playground)

Outdoor venues include Lighthouse Stage, Pavilion, Small Bandstand, Shanties and grounds

Indoor venue includes the Community Program Room

The Seacaps Park Facilities and equipment is the responsibility of the Lockeport Economic Development/Planning Advisory Committee.

The **Property Manager** is responsible for the bookings, usage and to ensure that the maintenance of the facility is taken care of. (Excluding the Small Bandstand)

Small Bandstand - The **Community Coordinator** is responsible for the bookings, usage and to ensure that the maintenance of the facility is taken care of.

Any individual, group or organization may rent the Seacaps Park facilities and equipment providing availability.

ALL OUTDOOR EVENTS MUST CONCLUDE BY 1:00 A.M.

Seacap Lighthouse Stage Facility (Non-Alcoholic Events)

Individuals or organizations who wish to use the facility for **non-alcoholic** events, may do so at the rate of \$200, plus HST per day plus an additional \$30.00 plus HST per day for the use of each concession stand.

A damage deposit of \$200.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

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If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Lockeport Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

Security is the responsibility of the organization hosting the event where either the crowd or the activity itself warrants the need for security. The need and number of security personnel must be approved by the Property Manager prior to the event.

No Smoking permitted inside the Lighthouse Stage Facility.

Access will be provided to the Stage (inside and outside), the Green Room and the Public Washrooms. The facility chairs, tables and fencing will be made available upon request. See attached schedule "A" for pricing.

Seacaps Lighthouse Stage Facility (Events involving Alcohol)

Individuals or organizations who wish to use the facility for events including alcohol, may do so at the rate of \$200, plus HST per day plus an additional \$30.00 plus HST per day for the use of each concession stand.

A damage deposit of \$200.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual

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agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change. If alcohol is to be present at the event, proof of a Party Alcohol Liability policy must be provided to the Property Manager prior to access to facility being granted.

All events involving alcohol must have at least two (2) licensed security or engaged R.C.M.P. Officers in attendance.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

No Smoking permitted inside the Lighthouse Stage Facility.

The individuals or organizations are responsible for obtaining any licenses that are required and they are responsible to produce liquor permit prior to event.

Access will be provided to the Stage (inside and outside), the Green Room and the Public Washrooms. The facility chairs, tables and fencing and equipment will be made available upon request. See attached schedule "A" for pricing.

Any request not covered above must be submitted to the Lockeport Economic Development/Planning Advisory Committee.

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Use of Seacaps Lighthouse Stage & Park Equipment

All equipment purchased for the Seacaps Lighthouse Stage & Park is the property of the Town of Lockeport.

All Seacaps Lighthouse Stage & Park equipment will remain on site, however equipment can be used at alternate locations for events organized and facilitated by the Town of Lockeport upon approval of the Property Manager.

Equipment, including lighting and sound equipment, chairs, tables, umbrellas, fencing, large tents, umbrella tents, etc. will be provided to the organizations renting the Seacap Lighthouse Stage Facility if requested. See attached schedule “A” for pricing. Installation of temporary equipment will be determined by the Property Manager.

Exceptions to this policy may be made by Council upon written request.

Concession Stands – Seacaps Park

Individuals, groups or organizations may rent the concession stands during an event at a cost of \$30.00 plus HST per day. Approval will be given by the organization responsible for the event.

A damage deposit of \$30.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside of the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not

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limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change. If alcohol is to be present at the event, proof of a Party Alcohol Liability policy must be provided to the Property Manager prior to access to facility being granted.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

The individuals or organizations are responsible for obtaining any licenses that are required and they are responsible to produce liquor permit prior to event.

Community Program Room – Seacaps Lighthouse Stage Facility (Available May to October)

Individuals, groups, organizations or businesses may rent the Community Program Room during the months of May through October at a cost of \$15.00 plus HST per hour.

A damage deposit of \$20.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change.

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Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

The Public Washroom facilities will be made available to those renting the Community Program Room. Clean up is the responsibility of the party renting the facility.

Occupancy Load

The Fire Inspector representing the Town of Lockeport has established an occupancy load of 32. This is based on the use of tables and chairs.

Seacaps Park Pavillion

Individuals, groups or organizations may rent the Seacaps Park Pavillion during the months of May through October at a cost of \$75 plus HST per day.

Businesses who wish to rent the Seacaps Park Pavillion will be able to do so during the months of May through October at the rate of \$100, plus HST, per day.

A damage deposit of \$75 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile

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Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

The Public Washroom facilities will be made available to those renting the Seacaps Pavillion.

Chairs, tables and canvas walls will be provided to the organizations renting the Seacap Lighthouse Stage Facility if requested. See attached schedule "A" for pricing.

Occupancy Load

The Fire Inspector representing the Town of Lockeport has established an occupancy load for the pavilion of:

Chairs only 270

Tables and Chairs 215

Liquor Licensed event 170

SMALL BANDSTAND

Individuals or organizations who wish to use the facility for **non-alcoholic** events, may do so at the rate determined by the Lockeport Recreation Committee.

A damage deposit, as determined by the Lockeport Recreation Committee is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Community Coordinator, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual

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If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Lockeport Recreation Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Community Coordinator. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

Security is the responsibility of the organization hosting the event where either the crowd or the activity itself warrants the need for security. The need and number of security personnel must be approved by the Property Manager prior to the event.

No Smoking permitted inside the Small Bandstand Facility.

Access will be provided to the Public Washrooms. The facility chairs, tables and fencing will be made available upon request. See attached schedule "A" for pricing.

Small Bandstand Facility (Events involving Alcohol)

Individuals or organizations who wish to use the facility for events including alcohol, may do so at the rate determined by the Lockeport Recreation Committee.

A damage deposit determined by the Lockeport Recreation committee is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Community Coordinator, following the event, will refund damage deposit in full upon satisfactory facility inspection.

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Proof of adequate liability insurance prior to any scheduled event shall be provided to the Community Coordinator. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change. If alcohol is to be present at the event, proof of a Party Alcohol Liability policy must be provided to the Community Coordinator prior to access to facility being granted.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

All events involving alcohol must have at least two (2) licensed security or engaged R.C.M.P. Officers in attendance.

No Smoking permitted inside the Small Bandstand Facility.

The individuals or organizations are responsible for obtaining any licenses that are required and they are responsible to produce liquor permit prior to event.

Access will be provided to the Public Washrooms. The facility chairs, tables and fencing and equipment will be made available upon request. See attached schedule "A" for pricing.

Any request not covered above must be submitted to the Lockeport Economic Development/Planning Advisory Committee.

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CRESCENT BEACH CENTRE

The Crescent Beach Centre is the responsibility of the Lockeport Economic Development/Planning Advisory Committee.

The Property Manager is responsible for the bookings, usage and to ensure that the maintenance of the facility is taken care of.

Upstairs Observatory (Available all year round)

Businesses or organizations who wish to use the upstairs observatory for meetings will be able to do so at the rate of \$20.00 plus HST for up to 4 hours and over 4 hours \$50.00, plus HST, per day.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

Rental Office (Available all year round)

Organizations who wish to use the downstairs rental office may do so at a negotiated rate with the Lockeport Economic Development/Planning Advisory Committee.

A damage deposit determined by the Economic Development/Planning Advisory Committee is required upon application. This deposit will cover damages, clean up or missing items if there are any. Upon completion of use, the Property Manager will refund damage deposit in full upon satisfactory facility inspection.

Clean up is the responsibility of the party renting the facility. A clean up time will be issued upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during the use of the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Economic Development/Planning Advisory Committee.

Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an

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Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

No Smoking permitted.

Any request not covered above must be submitted to the Lockeport Economic Development/Planning Advisory Committee by the applicant.

WIDOW'S WALK LOOK-OFF – CREST STREET

Individuals or non-profit organizations who wish to use the Widow's Walk Look-Off for **non-alcoholic** events, may do so at the rate of \$75.00 per day, plus HST.

A damage deposit of \$10.00 is required upon application. This deposit will cover damages, clean up or missing items if there are any. The Property Manager, following the event, will refund damage deposit in full upon satisfactory facility inspection.

Clean up, in and around the look-off, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Lockeport Economic Development/Planning Advisory Committee.

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BENEFIT CONCERTS AND FUNDRAISERS

Upon written request, the Town Clerk/Treasurer may provide free use of the Recreation Centre or Seacaps Park Facilities to local residents or groups for the purpose of holding a benefit fundraiser for individual(s) in need due to hardship. This will **not** include any fundraiser involving alcohol or requiring security.

All approvals will be subject to availability.

Requests will be considered on an individual basis and organizers will be required to provide their own insurance coverage for the event.

Before access is provided to the facility, renters shall sign a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

All former policies on Use of Town Owned Facilities of the Town of Lockeport are hereby repealed and this policy is substituted therefore.

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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6,
2011

Date of Passage of Current Policy: May 9, 2011

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young
Town Clerk/Treasurer

May 10, 011
Date