



Township or Guelph/Eramosa facility rental conditions and policies

Payments

1. Rental fees are payable at time of booking.
2. Renters with year-round or seasonal programs in Township facilities or parks shall pay 100%(non-refundable) of all their bookings at time of booking.
3. Failure to fulfill these conditions could result in loss of rental, interest charges and/or the invoice being sent for collection
4. A \$25.00 administration fee will be charged for NSF cheques.
5. An official receipt shall be issued for all payments for Township Services
6. Rental rates are for basic facility. Extra requirements will be at a cost to renter
7. Users of Township facilities shall be financially responsible for damages/vandalism/extra clean up caused by them. User Groups will be charged, at the discretion of the Facility Coordinator, up to the full amount of the cost of the additional clean up.
8. All renters must have liability insurance listing The Township of Guelph/Eramosa as a third party. If needed, insurance may be purchased through the Township.
9. Alcohol is not permitted in or on any unlicensed Municipal Facility without a Special Occasion Permit. It is the responsibility of the user group to apply for and provide a Special Occasion Permit from the LCBO.

Cancellation policy

1. The Facility Coordinator may cancel the booking in the event of unsafe conditions or unforeseen circumstances at any time or within 48 hours notice should a special event take place at the facility.
2. The following schedule will be used to calculate penalties for cancelled contracts:
 - All fees are due at the time of booking with no refund for cancellation.
 - If a booking cannot be fulfilled, a 50% refund will be issued after the rental date IF the time is rebooked by the Township.
3. A facility credit will be issued if the renter refuses to use the facility due to unsuitable or unsafe conditions and the facility attendant/supervisor on duty is in agreement with this.

