

Facility Rental Conditions and Policies

Fees and Payment Terms

1. Rental fees are payable at time of booking.
2. Renters with year-round or seasonal programs in Township facilities or parks shall pay 10% of their first months bookings at time of booking. Remainder of fees will be payable prior to the first of the month, for that months use.
3. Failure to fulfill these conditions could result in loss of rental, interest charges and/or the invoice being sent for collection
4. A \$35.00 administration fee will be charged for NSF cheques.
5. An official receipt shall be issued for all payments for Township Services
6. Listed rental rates are for basic facility. Extra requirements will be at a cost to the 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.

Cancellations and Refunds

1. The Facility Coordinator may cancel the booking in the event of unsafe conditions or unforeseen circumstances at any time or with 48 hours notice; should a special event take place at the facility.
2. All groups can cancel 30 calendar days in advance of their time booked. A 10% administration charge, per booking, will be charged to groups who have cancelled with minimum 30 calendar days advance notice. A cancellation with 8-30 calendar days notice, will be refunded 50% of their rate. No refund will be issued or credited for bookings cancelled within 7 calendar days of event.
3. A credit or refund 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.

Risk Management

1. **Liability Insurance:** Renters must purchase through the Township or provide proof of Comprehensive Liability Insurance, listing the Township of Guelph\Eramosa as a third party.
2. **Alcohol Policy:** Alcohol is not permitted in or on any unlicensed Municipal Facility without a **Special Occasion Permit**. It is the User Groups responsibility to apply for and provide a **Special Occasion Permit from the LCBO**.

This policy is intended to be adhered to as a document in its entirety.