# TABLE OF CONTENTS

**GENERAL PERMIT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Permit Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Apply For an Outdoor Sports Field Permit</td>
<td>3</td>
</tr>
<tr>
<td>Tournament Permits</td>
<td>4</td>
</tr>
<tr>
<td>Picnic Shelter Permits</td>
<td>5</td>
</tr>
<tr>
<td>Concessions</td>
<td>5</td>
</tr>
<tr>
<td>Beer Garden Permits</td>
<td>5</td>
</tr>
<tr>
<td>Insurance Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Facility Watch Program</td>
<td>6</td>
</tr>
<tr>
<td>Services and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>8</td>
</tr>
<tr>
<td>Payment and Cancellation Policy</td>
<td>8</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>10</td>
</tr>
<tr>
<td>Alcohol Consumption at Town Facilities</td>
<td>11</td>
</tr>
</tbody>
</table>

**FORMS TO BE RETURNED:**

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports and Facility Activity Agreement</td>
<td>12</td>
</tr>
<tr>
<td>Special Occasion Permit Holder Agreement</td>
<td>13</td>
</tr>
<tr>
<td>Smoking Policy Agreement</td>
<td>14</td>
</tr>
<tr>
<td>Certificate of Insurance</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor Sports Field Permit Request</td>
<td>16</td>
</tr>
<tr>
<td>Facility Waiver</td>
<td>18</td>
</tr>
</tbody>
</table>
The Community Services Department is committed to serving the needs of the user groups and residents who wish to permit and utilize the outdoor sports fields and park facilities. This user guide provides all the necessary information and forms required to apply for an outdoor facility permit and will be applied consistently and equitably to all facility users.

**HOW TO APPLY FOR AN OUTDOOR SPORTS FIELD PERMIT**

1. **COMPLETE THE APPLICATION FORM ENCLOSED IN THIS PACKAGE**

If you are a client in good standing and you are looking to book space in a facility, please ensure that you complete the “Outdoor Facility Permit Request Form”.

Indicate clearly and accurately:
- The specific sports fields you are applying to utilize
- The number of ball diamonds or soccer fields you are requesting at each facility
- The specific dates and times required at each facility
- Whether or not you require the use of lights
- An alternate contact for your booking
- Ensure that all of the forms are completed in their entirety

2. **SUBMIT THE APPLICATION TO:**

   Mail: Richmond Hill  
   Community Services Department - Facility Booking  
   225 East Beaver Creek Road – 8th Floor  
   Richmond Hill, ON L4B 3P4  
   Fax: 905 771 2481  
   Email: booking@richmondhill.ca

3. **SPEAK WITH ACCESS RICHMOND HILL**

Contact Access Richmond Hill at 905 771 8870 or booking@richmondhill.ca. The offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m.

4. **DEADLINES**

*Seasonal Permit Holders:* Current clients that are in good standing are required to submit their permits requests to the Facility Booking staff before each season’s deadline as indicated in the chart below.

<table>
<thead>
<tr>
<th>Booking Type</th>
<th>Submission Deadline by Client</th>
<th>Confirmation Deadline from Facility Booking staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tournaments</td>
<td>February 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Artificial Turf Field Pre-Season League Play</td>
<td>January 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Regular Season League Play</td>
<td>February 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Artificial Turf Field Post-Season League Play</td>
<td>August 1</td>
<td>September 1</td>
</tr>
</tbody>
</table>
Casual Permits: Short term, single use or spot bookings are available following the permit confirmation deadline for each season, on a first come, first served basis. Applications for casual permits must be received a minimum of five (5) business days prior to the event.

5. PERMIT CONFIRMATION

Once your permit has been issued, you are required to confirm the permit by submitting the following items to the Facility Booking staff:

- Payment in full (see Payment & Cancellation Policy, Page 8), due by the permit confirmation deadline noted above. **If full payment is not received by the permit start date, your permit will be cancelled and your requested bookings will be reallocated to other groups.**
- Due to the high demand on lit outdoor sports facilities, practices can only be allocated on unlit sports fields.
- List of registered players/participants, due by **June 1**.

TOURNAMENT PERMITS

1. A permit is required for all tournaments taking place on Richmond Hill owned and operated sports fields.
2. Applications received after the submission deadline will only be considered after all applications received by the submission deadline have been processed. Late applications must be received a minimum of five (5) business days in advance to be considered. If a special occasion permit for the serving of alcohol is required, the application must be received a minimum of sixty (60) days in advance to be considered.
3. Rain dates will not be permitted for any tournament. If two dates are booked for a rain-out, non-refundable payment is required for both bookings.
4. Payment in full for tournaments must be received a minimum of ten (10) business days prior to the event. **Failure to pay in full will result in the automatic cancellation of the permit.**
5. Richmond Hill will supply the chalk and liner located in the bunker, however the organization is responsible for obtaining a key to the bunker at a cost of $20.00 refundable deposit for tournaments. Please note: Bunkers will not be provided to any league or team for exclusive use, therefore do not leave any equipment in the bunkers overnight, or you will run the risk of that equipment being used or taken. Ensure bunkers are locked at all times. Home plates will be provided at lit facilities only. Teams are responsible for any other equipment required including bases and pitching rubbers.
**PICNIC SHELTER PERMITS**

If you wish to have exclusive use of the picnic shelter(s) during a tournament, you must request a permit for the picnic shelter(s). If you do not book the picnic shelters, they may be permitted to other groups or residents for their exclusive use.

**CONCESSIONS**

Under no circumstance are the permitted users to sell food or beverage without the approval of Richmond Hill.

**BEER GARDEN PERMITS**

1. Beer Gardens are permitted for events associated with sports tournaments at **Town Park** and **Richmond Green** fenced-in shelters and cannot operate beyond 11 p.m. per the approved park bylaw.
2. Requests for a beer garden must accompany the original tournament request form. Staff require at least 60 days for a beer garden request to be approved.
3. The fee applied toward the beer garden is in addition to the facility rental rates for the tournament itself.
4. Your organization must supply Smart Serve bartenders and a certificate must be submitted prior to your event.
5. The original liquor permit must be posted during the event and only those amounts of liquor or beer shown on the permit will be permitted on the premises and opened by a **certified bartender**.
6. The selling of food is to be sold within the beer garden area only, and must be approved by Richmond Hill.
7. To operate a beer garden, you will be required to provide the LCBO with the following:
   a. Drawing to scale of the beer garden (provided by Richmond Hill)
   b. Council extract or corporate letter with seal from Council providing approval (provided by Richmond Hill)
   c. A letter notifying the Richmond Hill Fire Department and the York Regional Police Department
   d. An application of request for a Liquor License through the LCBO at least 60 days prior to your function
   e. Satisfy the LCBO that the events planned are community sponsored
   f. Satisfy the LCBO that the plans for the tournament do not depend on the issuance of a beer garden license
   g. Satisfy the LCBO that all net proceeds derived from the sale of beer will be reinvested in the community
8. When authorized by Richmond Hill, the applicant shall be responsible for obtaining all licenses required therefore and shall comply with all Provincial Regulations and Laws related thereto. Failure to comply will result in a letter sent to the group advising of the violation and indicating that further violations will result in the cancellation of the applicant’s remaining permits, and the forfeiture of all rental fees paid by the applicant for those permits. Failure to comply may also result in charges being laid by Bylaw Enforcement Officers or York Regional Police.
9. Per the Parks Bylaw, the Beer Gardens may operate until 11 p.m.
INSURANCE REQUIREMENTS

GENERAL LIABILITY INSURANCE

Liability Insurance is required for all groups, in the amount of $2 Million, when booking Town facilities.

The purpose of the liability insurance requirement is to ensure that the permit holder/group and Richmond Hill are financially protected against legal actions which might be brought against the permit holder/group or Richmond Hill as a result of the activities taking place at any Town facility. These activities could possibly result in innocent victims (third parties) being injured or the property of others being damaged.

A “Comprehensive General Liability Insurance Policy” is designed to pay, on behalf of the parties insured, any amounts that the insured would be legally obligated to pay as a result of any injury or property damage which was directly related to the permit holder/group activities. Richmond Hill is to be listed as an additional insured on any such liability insurance policy.

Richmond Hill has negotiated with GAME DAY, to provide an affordable rate for low to high risk activities, including alcohol-related functions, and can therefore provide your group with insurance at the time of application. Call 905 771 8870 for rates charged under “GAME DAY”. A maximum $25.00 administration fee will be charged by Richmond Hill to process any insurance application through GAME DAY. Insurance can also be purchased through any other insurance broker and in this case you must provide an appropriate insurance certificate from a recognized insurance agency before your permit will be issued.

For further clarification please contact Richmond Hill’s Risk Management Department directly at 905 771 8870.

FACILITY WATCH PROGRAM

Participation in recreational activities is an important element in the human development process. Richmond Hill operates facilities and programs which encourage such participation, and is committed to ensuring the safety of patrons as well as staff.

Richmond Hill recognizes that the majority of patrons use Town facilities in a responsible manner. The cost of repairing facilities that have been damaged through violence should not be the responsibility of patrons or the general public, but should be the responsibility of the offender. As such Richmond Hill with the cooperation of the York Region Police developed the Facility Watch Program to assist with the prevention of violence and vandalism from occurring in Town facilities.
SERVICES & MAINTENANCE

1. Permitted sports fields will be maintained according to the schedule outlined below:

<table>
<thead>
<tr>
<th>BALL DIAMOND MAINTENANCE STANDARDS</th>
<th>Lit Diamond</th>
<th>Unlit Diamond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dragging*</td>
<td>5 per week</td>
<td>3 per week</td>
</tr>
<tr>
<td>Grass Cutting</td>
<td>2 per week</td>
<td>1 per week</td>
</tr>
<tr>
<td>Lining*</td>
<td>6 per season</td>
<td>n/a</td>
</tr>
<tr>
<td>Aerating</td>
<td>6 per season</td>
<td>6 per season</td>
</tr>
<tr>
<td>Fertilizing</td>
<td>3 per season</td>
<td>2 per season</td>
</tr>
<tr>
<td>Weed Spraying</td>
<td>1 per season (if required)</td>
<td>1 per season (if required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCCER FIELD MAINTENANCE STANDARDS</th>
<th>Lit Field</th>
<th>Unlit Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass Cutting</td>
<td>2 per week</td>
<td>1 per week</td>
</tr>
<tr>
<td>Lining*</td>
<td>1 per week</td>
<td>2 per month</td>
</tr>
<tr>
<td>Aerating</td>
<td>6 per season</td>
<td>6 per season</td>
</tr>
<tr>
<td>Fertilizing</td>
<td>3 per season</td>
<td>2 per season</td>
</tr>
<tr>
<td>Weed Spraying</td>
<td>1 per season (if required)</td>
<td>1 per season (if required)</td>
</tr>
</tbody>
</table>

* For special games and tournaments, additional dragging and lining is available at a cost. Please contact the Facility Booking staff at 905 771 8870 for further information about this service.

2. Richmond Hill will supply chalk and liner however each team is responsible for obtaining a key to the bunker at a cost of $20.00 refundable deposit. Please note: Bunkers will not be provided to any league or team for exclusive use, therefore do not leave any equipment in the bunkers overnight, or you will run the risk of that equipment being used or taken. Ensure bunkers are locked at all times. Home plates will be provided at lit facilities only. Teams are responsible for any other equipment required including bases and pitching rubbers.

3. Scheduling concerns must be directed to the Facility Booking staff at 905 771 8870 or fax at 905 771 2481.

4. Field maintenance concerns must be directed to the Parks Operations staff at 905 884 8013 (i.e. lights, grass cutting, chalk, washrooms, etc.).

5. Signs are posted at each park indicating the afterhours contact number for problems and concerns (905 884 8013).

6. Due to extreme weather conditions, facilities may be closed. Call our Inclement Weather Hotline at 905 771 5487 and listen to our 24-hour recorded message to hear information on facility closures.
7. **Hydro**
   - The use of automatic light timers is in effect on all lighted fields. These times are set by the Parks Operations staff. To access hydro, you must push the “on” button located on the hydro panel. Once your game is completed, you must push the “off” button located on the panel. Should you experience any difficulty with the hydro, please contact the Parks Operations staff at 905 884 8013.
   - If mechanical light failure renders the field conditions unsuitable for use and force a last minute cancellation, you are required to notify the Facility Booking staff at 905 771 8870 or fax at 905 771 2481 within 5 business days to ensure your group is not charged for the use of the lights. Failure to notify the Facility Booking staff within the required time frame will result in the charge of rental rates per the permit.
   - The Outdoor Park Permit curfew is 11:00 p.m. The Lights will go out at 11:15 p.m.

8. **Washroom Facilities**
   - Portable washroom facilities are available at all sports field locations. Field house washrooms are located at Town Park, Crosby Park and Richmond Green Park.

9. **Policy**
   - Please ensure you have a copy of your permit at all times. Park staff may show up to confirm your groups booking.

**INCLEMENT WEATHER**

In the event that inclement weather forces the alteration or cancellation of portions of your tournament or regular league schedule, you must contact the Facility Booking staff at 905 771 8870 or fax to 905 771 2481 within five (5) business days of the occurrence. For tournaments, you are required to provide full details of your schedule revisions so that your account can be credited or refunded accordingly. For regular league play, if a make up game cannot be arranged, a credit or refund for light charges only will be issued. Should written notice be received over five (5) business days following the occurrence, no credits or refunds will be issued.

**PAYMENT AND CANCELLATION POLICY**

**Payment Provisions**

1. Permits must be signed by the contact person of the group as confirmation of the booking(s) and understanding of facility rules and regulations.
2. Permits will remain tentative until full payment has been made by the confirmation deadline for the booking type (Tournament, Regular Season League Play or Pre-Season League Play). A copy of the permit will only be issued once full payment has been received, or a payment plan has been agreed to by Richmond Hill. **Failure to pay for the permit within this specified period of time will result in a cancellation of your permit request, and the time will be placed back in the available inventory.**
3. Short term, single use or spot bookings payments are due at the time of booking confirmation.
4. Payment can be made by cash, debit, cheque or visa/mastercard.
5. Bond deposits, where applied, will be refunded ten (10) working days after the event and will be mailed to the address on the permit.
6. All permits where music is played are subject to the applicable SOCAN fees.
7. An administration charge of $35.00 will be levied for all payments returned Not Sufficient Funds (NSF). Statements will be sent to customers with non-compliance payments and permits could be cancelled so the debt will not increase.
8. Overdue accounts will be subject to an interest charge of 2% per month. Accounts in arrears will be sent to third party collection and the client denied access to future Richmond Hill facility bookings.

Cancellation Provisions

Richmond Hill has the right to control all facility rentals and use of Richmond Hill owned facilities. The following cancellation provisions will apply to all Facility Rental Permits:

1. In the event of inclement weather, Richmond Hill has the right to close facilities. Where this occurs, a credit will be applied to your permit contract. Please check Richmond Hill’s inclement weather hotline at 905 771 5487.
2. Organizations interested in avoiding specific days or blocks of time within the booking period, must request such exceptions when submitting applications for outdoor facilities.
3. After a contract permit is signed, single or occasional use cancellations will be permitted only if initiated by the contract holder and under the following conditions:
   - Minimum of ten (10) business days written notice is provided to the facility booking clerk
   - Payment of a cancellation fee of 25% of permit contract total per facility hour affected by the cancellation request, will be applied
   - Less than ten (10) business days notification of cancellation, a refund will not be issued
4. Cancellations for Tournament Permit Holders are as follows:
   - Permits cancelled more than fourteen (14) days in advance will be charged a $10.70 administration fee. The balance of the event will be refunded.
   - Less than fourteen (14) days notification of cancellation will result in a forfeit of 25% of the total permit fee.
   - If notification of cancellation is not provided to the Town, prior to the permitted time, a refund will not be issued.
5. You will be financially responsible for facility rentals, as booked, if unused for your own reasons.

Black-Out Dates

Any organized group for the use of outdoor park facilities requires a rental permit, whether for game, practice or clinic. Organized group activities are permitted in designated areas only.

Sports fields are closed between early October and mid-May. This allows the much-needed time for our fields to rest, especially during the very wet time of the year, and gives an opportunity for our parks staff to provide routine maintenance to all fields, and repairs and renovations to selected sites. We ask that all users respect these dates so that Richmond Hill can provide high quality sports fields during the regular season from mid-May to early October every year.

If you require use of a sports field outside these date parameters, contact the Facility Booking Clerk at 905 771 8870 to discuss your options. Permission from Richmond Hill is mandatory and a permit must be issued.
Transfer or Sublet Prohibited

No person, organization, association or minor sports group shall transfer, sublet or permit to be transferred or sublet, any facility rental permit, or part thereof, for value or otherwise. If any person, organization association or minor sports group transfers or sublets any facility rental permit or any part thereof, or permits such transfer or sublet, their facility rental permit shall be terminated without notice and Richmond Hill shall refund the permit fee on a prorated basis.

RULES AND REGULATIONS

Permits are required for all community use at all community centre and hall locations and the use of such Facilities shall be governed by the following rules & regulations:

1. The permit holder shall be responsible for the conduct and supervision of all persons admitted to the facilities permitted, and shall see that all regulations contained in the permit are strictly observed.
2. Richmond Hill reserves the right to cancel any permit (contract) for any reason. Richmond Hill will provide as much notice as feasibly possible.
3. All local affiliated group advertisements, promotional flyers, etc. can be placed on the facility community boards with the prior approval of Richmond Hill. Advertisements should not contain information suggesting any endorsement of the activity by Richmond Hill, or any use of the Richmond Hill logo, past or present, unless otherwise agreed to.
4. In accordance with the LCBO regulations, the drinking of alcohol in any outdoor park facility, except when specifically authorized by Richmond Hill, is strictly prohibited. Failure to comply may result in the suspension or cancellation of outdoor park permit contracts.
5. Where permit holders request to serve alcohol at an event or function, the permit holder will be required to obtain a Liquor License from the LCBO and must adhere to all policies of the Liquor License Act and the Municipal Alcohol Policy. The permit holder will not allow alcoholic beverages of any kind to be consumed on the premises without a special occasion permit.
6. The original liquor permit must be posted during the event and only those amounts of liquor or beer shown on the permit will be permitted on premises.
7. At the discretion of Richmond Hill staff, the permit holder may be required to pay for Duty Police or Security coverage.
8. The permit holder shall assume liability for all damages caused directly or indirectly by the permit holder or participants.
9. Richmond Hill will not be responsible for any loss or theft of items brought to the facility by your organization.
10. The permit holder will indemnify and save harmless Richmond Hill, its servants, agents, workmen and the York Region District School Board, of and from all and every liability of any kind whatsoever including, without limitations, liability for bodily injury or death, damage to persons or property, or liability for any debt which may arise out of the issuance of this permit or the use of the facility herein referred to.
11. This contract is not assignable or transferable.
12. The facilities named on the permit are to be used only on the date(s) and time(s) specified and only for the purpose(s) named.
13. Richmond Hill shall not store equipment or supplies owned by outside agencies, persons or groups without permission from the Manager of Facility Operations. It must be noted that
Richmond Hill shall not be held responsible or liable for damages or loss to any non-Town equipment or supplies. Applicable fees may be charged where storage is approved.

14. The permit group must vacate the facility where the permitted activity is held, no later than fifteen (15) minutes at the end of the rental time and will leave it in a clean condition. Failure to do so will result in additional charges.

15. The Outdoor Park Permit curfew is 11:00 p.m. The Lights will go out at 11:15 p.m.

16. Renewals will only be considered when all prior fees/and or balances have been paid.

17. Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only park in approved parking lots (not playing fields or grass areas). The permit holder is responsible for advising participants and spectators that Richmond Hill parking is limited. Parking space will be provided as available, but assumed parking on site cannot be guaranteed.

18. Rates are reviewed annually and are subject to change.

19. The permit holder shall not permit the sale or solicitation for sale of lottery tickets, or any right to win a game of chance within the facility unless permission is granted by Richmond Hill and the appropriate license(s) are in place.

**ALCOHOL CONSUMPTION AT TOWN FACILITIES**

Richmond Hill owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption can be permitted under the authority of a Special Occasion Permit. In order to receive a permit from Richmond Hill, each group/organization must read the Municipal Alcohol Policy and sign the Special Occasion Permit Holder Agreement.

If this agreement is not signed, a permit will not be issued.

Parks Operations staff have been instructed to report any violation and where groups are found to be non-compliant, permits will be suspended and/or cancelled.

**York Region District School Board Policy**

The consumption of alcoholic beverages is prohibited at all times in all schools, on all school sites and in all other Board buildings except where shared use agreements specify. **Smoking is prohibited in all Board-operated buildings and on Board property.** Permit privileges can be withdrawn for violations. Games of chance in any form are prohibited in all schools. Weapons of any kind are a violation of the Safe Schools Policy.
ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

TOWN OF RICHMOND HILL
COMMUNITY SERVICES DEPARTMENT

SPORTS AND FACILITY ACTIVITY AGREEMENT

Name of Team/Group ________________________________________
(please print)

Name of Contact Person ________________________________________
(please print)

Certification:

1. I understand that alcohol cannot be consumed in Town of Richmond Hill facilities and areas in compliance with the Liquor License Act of Ontario and the Alcohol Policy for Municipal Parks and Recreation Facilities.

2. I understand that if any member of my team is consuming alcohol in these facilities or areas, a letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the York Regional Police Force, at its discretion.

3. I understand that if any member of my team violates the policy within one year of receiving a warning, our group will be suspended from using any Town of Richmond Hill facility or area for a period of one year.

4. Prior to the use of these municipal facilities, I will provide Town of Richmond Hill staff with the names and addresses of the team captains so that a brochure outlining the policy can be sent to them.

Signature ________________________________________________
(contact person)

OFFICE USE
Agreement Received By _________________________________
Signature of Community Services Department Representative

Date _____________________________________________________
Day/Month/Year
TOWN OF RICHMOND HILL
COMMUNITY SERVICES DEPARTMENT

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Name of Team/Group ____________________________________________
(please print)

Name of Contact Person _________________________________________
(please print)

Certification:

1. I have received and reviewed a copy of the Alcohol Policy for Municipal Parks and Recreation Facilities.

2. I have read the guidelines on the reverse of this agreement.

3. I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.

4. I understand that if an infraction of the Policy occurs, the Town of Richmond Hill may warn or suspend my organization from using the facilities for a period of one year.

5. I understand that I can be held liable for injuries and damage arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.

6. I understand that York Regional Police and a Liquor License Board Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

7. I agree to satisfy the liability insurance requirements and indemnification as per Section 3.4 of the policy.

Signature ____________________________________________
(contact person)

OFFICE USE

Agreement Received By _________________________________________
Signature of Community Services Department Representative

Date _______________________________________________________
Day/Month/Year
ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

TOWN OF RICHMOND HILL
COMMUNITY SERVICES DEPARTMENT

PERMIT HOLDER - SMOKING POLICY AGREEMENT

Name of Group/Organization ____________________________________________
(please print)

Name of Contact Person _______________________________________________
(please print)

Certification:

1. I understand that the Town of Richmond Hill Council has approved a policy that prohibits smoking within 9 metres of all recreation facility entrances, and within 9 metres of any outdoor splash pad, sports field (soccer field, ball diamond), tennis court and playground or basketball area.

2. I agree to adhere to the conditions of the approved Policy and will ensure that all the members of my organization/group are aware of the policy and will not smoke within required distance.

3. I understand that if an infraction of the Policy occurs, the Town of Richmond Hill may warn or suspend my organization/group from using the facilities for a period of up to one year.

Signature ____________________________________________________________
(Contact Person)

Date ____________________________
Day/Month/Year

OFFICE USE
Agreement Received By ________________________________________________
Signature of Community Services Department Representative

Date ____________________________
Day/Month/Year
### General Liability Certificate of Insurance

**Corporation of the Town of Richmond Hill**

**Date:**

---

**This is to certify that the Insured named below is insured as described below.**

1. Proof of insurance will be accepted on this form only (with no amendments).
2. Insurance Company must be licensed to operate in Canada and form must be signed by the Underwriter.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NO.</th>
<th>EFFECTIVE dd/mm/yyyy</th>
<th>EXPIRY dd/mm/yyyy</th>
<th>LIMIT OF LIABILITY</th>
<th>DEDUCTIBLE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Products and Completed Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Property Damage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bodily Injury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal Injury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Broad Form Contractual Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Owners and Contractors Protective</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Occurrence Form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Employers, volunteers, automatically added as Additional Insureds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contingent Employers Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Employers Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cross Liability and Severability of Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-Owned Automobile including SEF 94 – Limit $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tenants Legal Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pollution Liability - Sudden and Accidental Clean-up</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| OTHER: | | | | | |
| Umbrella or Excess Liability | | | | | |
| - Follow Form Yes [ ] or No [ ] | | | | | |

**Provisions of amendments or endorsements of listed Policy(ies):**

1. It is understood and agreed that THE CORPORATION OF THE TOWN OF RICHMOND HILL is added as an Additional Insured to the above listed Policies with respect to liability arising out of the operations of the Named Insured in connection with the above mentioned project/service.
2. The following are also added as Additional Insureds:

3. It is agreed and understood that any deductible or self-insured retention (SIR) arranged between the Named Insured and the insurer must be declared herein. It is further understood and agreed that losses and/or claims arising out of the above referenced operations that fall within the deductible or SIR limit are the sole responsibility of the Named Insured.

4. If the insurance provided under the said policy(ies) is cancelled or materially changed to reduce coverage or limits as set out in this certificate during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or change to:

   The Corporation of The Town of Richmond Hill, Attention: Risk Management, 225 East Beaver Creek Road, Richmond Hill, ON L4B 3P4

5. The policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Insurer would be liable if there had been only one Insured.

6. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured noted in Item 1 and 2 above.

**CERTIFICATION**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 4.

---

**Insurance Broker**

**Name, Address and Telephone No.**

**Name, Address and Telephone No. of Insurance Company**

**Tel:**

**Original Signature and Stamp of Authorized Official**

**Signature________________________ Date ___________ 20**

**Name of above:**

**Title:**

---

15
OUTDOOR SPORTS FIELD PERMIT REQUEST

Community Services Department
225 East Beaver Creek Road
Richmond Hill, ON L4B 3P4
Phone: 905 771 8870
Fax: 905 771 2481
Email: booking@richmondhill.ca

RENEWAL  ☐  NEW REQUEST  ☐

GENERAL INFORMATION

Organization: ________________________________________________________________________  
Total Player Registration: ____________ % Richmond Hill Residency: _______ (attach player roster)
Total number of Teams: ______________ House League: _____________ Rep/Select: _____________

PRIMARY CONTACT

Name: _______________________________  
Address: _______________________________  
Town: _________________________________  
Postal Code: ____________________________  
Phone: (H) ___________ (W) _____________  
Fax: _________________________________  
Email: _________________________________

SECONDARY CONTACT:

Name: _______________________________  
Address: _______________________________  
Town: _________________________________  
Postal Code: ____________________________  
Phone: (H) ___________ (W) _____________  
Fax: _________________________________  
Email: _________________________________

FACILITY REQUEST INFORMATION

Facility Type:  
- Soccer Field  ☐
- Baseball Diamond  ☐
- Tennis  ☐
- Other: ____________

Purpose of Request:  
- League Seasonal  ☐
- Tournament  ☐
- One-time Use  ☐

Participant Information:  
- Children  ☐
- Youth  ☐
- Adult  ☐
- Female  ☐
- Male  ☐
- Slo Pitch  ☐
- Softball  ☐
- Baseball  ☐
- Soccer  ☐

List of Requirements

- Lights  Yes ☐ No ☐
- Bunker Key  Yes ☐ No ☐
- Quantity: ______

For Tournament Use Only

- Beer Garden  Yes ☐ No ☐
- Location: ____________________________

* PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT

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 and that the name and address information will be collected by the Town for the purpose of verifying registration numbers and % of Richmond Hill residency only. Inquiries may be directed to the Director of Community Services Department, telephone 905 771 2423.
### OUTDOOR SPORTS FIELD PERMIT REQUEST

<table>
<thead>
<tr>
<th>Renewal of Requested Permits</th>
<th>Day of the Week</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW Facility Requested</th>
<th>Day of the Week</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: There is a two hour minimum charge at all rental facilities.

### FOR TOURNAMENT USE

- Check (✓) List
- Insurance
- Game Schedule
- Sports Activity Agreement
- Special Occasions Agreement (only if Beer Garden is requested)

### FOR SEASONAL USE

- Check (✓) List
- Insurance
- Game Schedule
- Current Executive List
- Players Roster Including Addresses
- Sports Activity Agreement
- Current Board of Directors List
- Previous Years Audited Financial Statement
- (Local Minor Organizations only)

Applicant Signature: __________________________ Date: __________________________

YOU MUST RETURN THIS FORM TO:

Town of Richmond Hill
Community Services Department
225 East Beaver Creek Road, 8 Floor
Richmond Hill, ON L4B 3P4
or Fax: 905 771 2481

* PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT

Additional Notes:

Richmond Hill, Community Services Department
## Contact Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Town/City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE:</th>
<th>Business</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Payment Terms

### Options

<table>
<thead>
<tr>
<th>Terms</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Payment</td>
<td>15 days prior to the start date of your permit</td>
</tr>
<tr>
<td>Two Equal Payments</td>
<td>1st payment: Due the 15th day of the month prior to start date. 2nd payment: Due the 15th day of the month at the midpoint of your permit(s). (date to be determined by Town staff)</td>
</tr>
<tr>
<td>Monthly (equal) Installments</td>
<td>By post-dated cheques or pre-authorized Visa or MasterCard: payable on the 15th day of each month prior to the start date of your permit.</td>
</tr>
</tbody>
</table>

## Payment Information

### Cheque Payment

Cheques must be made payable to the Town of Richmond Hill. Cheques will be cashed when permits are confirmed. Unused cheques will not be returned.

<table>
<thead>
<tr>
<th>Option A: Full Payment</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option B: Two Equal Payments</td>
<td>$________ x 2</td>
</tr>
<tr>
<td>Option C: Monthly (equal) Installments</td>
<td>$________ x _______ months</td>
</tr>
</tbody>
</table>

### Credit Card Payment

I authorize the Town of Richmond Hill to charge my:

<table>
<thead>
<tr>
<th>Option A: Full Payment</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option B: Two Equal Payments</td>
<td>$________ x 2</td>
</tr>
<tr>
<td>Option C: Monthly (equal) Installments</td>
<td>$________ x _______ months</td>
</tr>
</tbody>
</table>

Credit Card Number: [ ]

Expiry Date: [____] - [____]

Cardholder Name: [____]

Cardholder Signature: [____]

---

Returned Payments:

An administration charge of $35.00 will be levied for all payments returned. Not Sufficient Funds (NSF). Statements will be sent to customers with non-compliance payments and permits could be cancelled so the date will not increase. Overdue accounts will be subject to an interest charge of 2% per month. Accounts in arrears will be sent to third party collection and the client denied access to future Richmond Hill facility bookings.

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, C.25, and will be used for the purpose of booking facilities. Inquiries regarding this collection should be directed to the Office of the Clerk, at 905-771-8800.

* PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT*