

# Richmond Green Facility Booking Procedures

2011/2012



## **Users' Guide for Richmond Green Facility Rentals**

**Richmond Hill Community Services Department**

1300 Elgin Mills Road East, Richmond Hill, ON L4S 1M5

Phone: 905 737 1236 Fax: 905 508 7748

Email: [rgreen@richmondhill.ca](mailto:rgreen@richmondhill.ca)



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The Community Services Department is committed to serving the needs of the user groups and residents who wish to permit and utilize the indoor facilities. This user guide provides all the necessary information and forms required to apply for a facility permit at Richmond Green and will be applied consistently and equitably to all facility users.

## **HOW TO APPLY FOR A FACILITY PERMIT AT RICHMOND GREEN**

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

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

Indicate clearly and accurately:

- Facility or premises you would like to rent (Sports Centre, Agricultural 2 Building, Picnic Shelter, Boynton House)
- Outdoor area(s) you would like to utilize (see map on page 17 as a reference)
- Specific dates with start and end times required for each facility including set up and clean up time
- Number of people expected to attend your event
- If food or Alcohol will be served at your event
- Ensure that all of the forms are completed in their entirety

**Did you know...**

#### **RICHMOND GREEN SPORTS CENTRE**

- Limited Space is available for Indoor Events within the Sports Centre October 1 through April 30 – please confirm availability prior to booking.
- 50 tables and 100 chairs are available for any event within the Sports Centre. Any additional tables and chairs will come at an additional cost and are subject to availability.
- All first time event bookings must meet with on site coordinator before permit is issued.

#### **AGRICULTURAL BUILDING 2 & PICNIC SHELTER A**

- Agricultural Building 2 and Picnic Shelter A are considered picnic table facilities. Some rectangular 6 foot tables are available at the request of the group; however, they are subject to availability.
- There is no immediate parking permitted in front of the Agricultural Building 2 or Picnic Shelter A. Vehicles may access this area to drop off & pick up equipment; however, all vehicles must be parked in the Richmond Green approved parking lot.
- All Inflatable’s must be approved prior to booking confirmation and cannot be staked into the ground. It is the responsibility of the group to ensure that the contractor weighs all inflatables down.

**2. SUBMIT THE COMPLETED APPLICATION TO:**

Mail: Richmond Hill Community Services Department  
Richmond Green Event Booking  
1300 Elgin Mills Road East  
Richmond Hill, ON L4S 1M5  
Fax: **905 508 7748**  
Email: [rgreen@richmondhill.ca](mailto:rgreen@richmondhill.ca)

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

**3. DEADLINES**

*Seasonal Permit Holders:* A timetable for request submission and permit confirmation deadlines is set annually. Current clients that are in good standing will be contacted and requested to submit their requirements before each season's deadline as indicated in the chart below.

<b>Group</b>	<b>Submission Deadline</b>	<b>Confirmation Deadline</b>
Richmond Hill Affiliated Youth Group	April 30, 2011	June 15, 2011
Richmond Hill Affiliated Adult Group	April 30, 2011	June 15, 2011
Non-resident/Commercial	April 30, 2011	July 1, 2011

*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.

**NOTE: SHOULD THE APPLICATIONS NOT BE RECEIVED BY THE ABOVE DATE, APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.**

***FACILITY ALLOCATION PROCESS***

**UNALLOCATED AND/OR NEW FACILITY SPACE AVAILABILITY**

Richmond Hill will allocate facility space utilizing the following user priority ranking:

1. Richmond Hill Recreation Programs
2. Affiliated Youth Community Groups
  - Not-for-profit groups mainly operated by volunteers for organized activities for youth 18 years of age or younger.
  - 75% of the participants must be Richmond Hill residents.
3. Affiliated Resident/Adult Community Groups
  - Groups must be non-profit.
  - 75% of the participants must be Richmond Hill residents.
4. Non-Resident/Commercial
  - Persons, groups or associations who do not meet the criteria for youth and adult community groups.

## ***AFFILIATED LOCAL NOT-FOR-PROFIT COMMUNITY GROUP FACILITY BOOKING REQUIREMENTS***

In order to receive a Permit as a local **affiliated** community group or organization, the permit holder must provide to Richmond Hill:

- Membership/participant list, including names, addresses and phone numbers to verify 75% residency
- List of group/organization executive, including names, addresses, phone numbers and email addresses
- Annual General Meeting Minutes
- Group/Organization Constitution and Bylaws
- Most recent financial statement
- Not-For-Profit registration number
- Proof of current general liability insurance

### **BOOKING PRIORITIES**

1. Permitted time will be allocated based on the previous year's actual use. Increases in time will only be granted after all renewal requests have been granted (with all things being equal).
2. Richmond Hill reserves the right to grant exemptions to the allocation policy based on requests demonstrating a special need.

The personal information is collected herein pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56. The information will be used by Richmond Hill to confirm residency for the purpose of determining facility allocation and all other work incidental thereto. The information is treated securely by Richmond Hill and is destroyed when the information is no longer required for the intended purpose. Provision of the information herein shall be deemed by the author to be his or her consent to the collection and use of the information as indicated. If you have any questions with respect to same, please contact your representative at Richmond Hill.

**\*\*Final permits will not be issued until all items are received\*\***

## ***NEW!! ONLINE FACILITY AVAILABILITY SEARCH OPTIONS***

Richmond Hill has launched an online availability search option for facility availability for all Town owned facility booking options. Visit our website at [RichmondHill.ca/eReg/](http://RichmondHill.ca/eReg/) and click on the facility availability tab. To request the time, submit a completed request form and you will be contacted by our booking staff. Standard booking procedures will apply.

## ***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 ALL-SPORT, 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 905 737 1236 for rates charged under “All-Sport”. A maximum \$25.00 administration fee will be charged by Richmond Hill to process any insurance application through All-Sport. 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 8800.

## ***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.

## ***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. The Facility Booking Clerk will hold your booking for five (5) business days, at which time the booking must be confirmed. To be confirmed, full payment of the permit must be made. Where requested, the Town will charge 50% of the total permit fee to confirm the booking. The balance of the permit fee, and any applicable bond deposit is then required, at minimum, 30 days prior to the event or permit start date. A permit will be issued once the 50% confirmation payment has been received by the Town. **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. For multi weekly meetings or event bookings in any calendar year, a payment schedule can be arranged, if preferred, where the last payment shall be received at minimum 30 days prior to the last month of activity.
5. Payment can be made by cash, debit, cheque or visa/mastercard.
6. Bond deposits, where applied, will be refunded ten (10) working days after the event and will be mailed to the address on the permit.
7. All permits where music is played are subject to the applicable SOCAN fees.
8. 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.
9. 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 indoor 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 Special Occasion 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/Statutory Holidays**

Dates when facility rentals will not be allocated due to Statutory Holidays, facility maintenance, special events, etc. will be confirmed each year during the allocation process. If you require a

facility rental on any Statutory Holiday Date, contact the Richmond Green Facility Booking Staff at 905 737 1236 to discuss your options. Additional fees for staff coverage will apply.

### **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.

### ***PROVIDED SERVICES***

1. Permitted buildings will be staffed one half hour before your scheduled event in order to provide access to the facility.
2. Richmond Hill will supply one staff member for the duration of your event that is located at Richmond Green. Where more staff are required based on the size of your event additional charges will apply.
3. All scheduling concerns can be directed to the Richmond Green staff at 905 737 1236 or at [rgreen@richmondhill.ca](mailto:rgreen@richmondhill.ca)
4. Facility maintenance issues can be directed to the staff on duty. If staff is late, you can contact the “On Call Facility Operator” 416 528 0087

### ***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. It is the permit holder’s responsibility to set up the hall and to ensure at the end of the function that all decorations, tables, chairs and any other equipment used are put away in a clean and orderly fashion.
2. Confetti, rice or any other product is not permitted in or around the facility. If used, clean up will be charged accordingly.
3. Only indoor shoes shall be worn on the artificial turf for all sports activities (i.e. no cleats or outdoor shoes will be permitted).
4. Only approved sports equipment will be allowed for use. These include mesh balls for baseball permits and plastic blades for floor hockey permits.
5. Richmond Hill reserves the right to cancel any permit (contract) for any reason. Richmond Hill will provide as much notice as feasibly possible.
6. All advertising (tickets, leaflets, newspaper advertisements, radio or television announcements, etc.) shall contain the telephone number of the permit holder from whom further information can be obtained. The telephone number of the Richmond Hill facility where the event will be held shall not be included in any advertising material.
7. Advertisements released prior to formal approval of the permit request shall include notification that the location has not been approved.

8. 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.
9. 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.
10. At the discretion of Richmond Hill staff, the permit holder may be required to pay for Duty Police or Security coverage.
11. The permit holder shall assume liability for all damages.
12. Richmond Hill will not be responsible for any loss or theft.
13. 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.
14. No smoking is permitted in any Richmond Hill facility per By-law #60-90 as amended, Municipal Code, Chapter 1072, per By-law #297-99.
15. This contract is not assignable or transferable.
16. 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.
17. The permit group must vacate the building 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.
18. Renewals will only be considered when all prior fees/and or balances have been paid.
19. 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.
20. Rates are reviewed annually and are subject to change.
21. 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.
22. All vending machines must be kept clear of obstruction and accessible for patrons use at all times.

### ***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.

Facility 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.

**ALL SPECIAL OCCASION PERMIT HOLDERS MUST SIGN & RETURN THIS FORM**

**RICHMOND HILL COMMUNITY SERVICES DEPARTMENT**

**SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

Name of Group/Organization \_\_\_\_\_  
(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 SPORT/FACILITY PERMIT HOLDERS MUST SIGN & RETURN THIS FORM**

**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 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 Representative

Date \_\_\_\_\_  
Day/Month/Year

**ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM**

**RICHMOND HILL COMMUNITY SERVICES DEPARTMENT**

**FACILITY RENTAL AGREEMENT**

**FACILITY WAIVER**

*This waiver must be signed for any application to rent a recreation facility either indoor or outdoor.*

The Permit Holder/Applicant hereby releases, waives, and forever discharges Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of actions whatsoever, whether in law or equity, in respect of injury, loss or damage to the permit holder/applicant or property, except for claims caused by the negligence of Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns, and the Permit Holder/Applicant further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising as a result of, or in any way connected with the issuance of this permit.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**MUNICIPAL FREEDOM OF INFORMATION ACT AND PROTECTION OF PRIVACY**

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 for the purpose of booking facilities. Inquiries may be directed to the Director of Recreation and Culture at 905 771 8870.

# THE CORPORATION OF THE TOWN OF RICHMOND HILL CERTIFICATE OF INSURANCE

(to be completed only by the Insurer or its authorized representative)

**THIS IS TO CERTIFY TO: THE TOWN OF RICHMOND HILL**

Name of Insured:	Address of Insured:
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Town of Richmond Hill Contract or file Number:	Site/Location & Description of Work/Activity to which this Certificate applies:
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TYPE OF INSURANCE	POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT OF LIABILITY "PER OCCURANCE"
<b>Comprehensive General Liability</b> Includes: Property Damage Bodily Injury Non-Owned Automobile				2,000,000
<b>Motor Vehicle Liability</b> for all owned operated or leased vehicles				
<b>Umbrella or Excess Liability</b>				
<b>Professional Liability</b>				
<b>OTHER:</b>				

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

1. **Commercial General Liability** Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products -Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest.
2. 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 at the above mentioned project.
3. If the insurance provided under the said policy(ies) is canceled or changed in any manner or for any reason 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 Branch**  
**P.O. Box 300, 225 East Beaver Creek Road**  
**Richmond Hill, Ontario L4C 4Y5**
4. 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 Company would be liable if there had been only one Insured.
5. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out in Item 2.

### 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.**

DATE:	NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE COMPANY
-------	--

NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE BROKER	ORIGINAL SIGNATURE AND STAMP OF INSURANCE COMPANY
---	---

PREPARED BY RISK MANAGEMENT BRANCH – NOV, 2005

## Richmond Green Facility Permit Request Form Page 1//3

**NEW REQUEST**        **RENEWAL**      
**ONE TIME USE**        **OCTOBER-MAY**      
**YEAR ROUND**        **JULY-AUGUST**   

Richmond Green  
 1300 Elgin Mills Road East  
 RICHMOND HILL, ON L4S 1M5  
 Phone: 905 737 1236  
 Fax: 905 508 7748 | rgreen@richmondhill.ca

**GENERAL INFORMATION**

Organization: \_\_\_\_\_  
 Total Membership #: \_\_\_\_\_ % Richmond Hill Residency: \_\_\_\_\_% (Attach membership contact list)

**PRIMARY CONTACT**

**SECONDARY CONTACT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SPECIFIC FACILITY REQUESTED**

1<sup>st</sup> Choice \_\_\_\_\_  
 2<sup>nd</sup> Choice \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_

**PURPOSE OF PERMIT:** \_\_\_\_\_

**EXPECTED ATTENDANCE:** \_\_\_\_\_

Space Requested:	Sports Centre <input type="checkbox"/>	Lunch Room <input type="checkbox"/>	Ag. 2 Building <input type="checkbox"/>
	Picnic Shelter <input type="checkbox"/>	Parking Lot <input type="checkbox"/>	Boynton House <input type="checkbox"/>
Purpose of Request:	Trade Show <input type="checkbox"/>	Rec./Sports Program <input type="checkbox"/>	Picnic <input type="checkbox"/>
	Special Event <input type="checkbox"/>	Private Party <input type="checkbox"/>	Outdoor Event <input type="checkbox"/>
	Soccer <input type="checkbox"/>	Outdoor Special Event <input type="checkbox"/>	Meeting <input type="checkbox"/>
Participant Information:	Youth Under 18 <input type="checkbox"/>	Adult <input type="checkbox"/>	Family (All ages) <input type="checkbox"/>
Additional Info:	Licensed Event <input type="checkbox"/>	Food Served <input type="checkbox"/>	Music <input type="checkbox"/>
(Check all that apply)	No Alcohol/Food <input type="checkbox"/>	Tents <input type="checkbox"/>	Tarps <input type="checkbox"/>
	Tables Required # _____ <input type="checkbox"/>	Chairs Required # _____ <input type="checkbox"/>	Picnic Tables _____ <input type="checkbox"/>

Other Equipment: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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 Richmond Hill for the purpose of booking facilities and verifying registration numbers and % of Richmond Hill residency only. Inquiries may be directed to the Director of Recreation and Culture, telephone 905 771 8800.

**RENEWAL OF REQUESTED PERMITS**

Location	Day of the week	Start Date	End Date	Start Time	End Time	Purpose

**\*\*NEW FACILITY PERMIT REQUESTS**

Location	Day of the week	Start Date	End Date	Start Time	End Time	Purpose

**ALL PERMIT REQUESTS**

**Check (√) List**

- Insurance Enclosed
- Insurance Required Through Town
- Facility Waiver
- Special Occasions Agreement
- (Only if alcohol is requested)

**ALL LOCAL AFFILIATED COMMUNITY GROUPS**

**Check (√) List**

- |                                     |                          |                                     |                          |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Insurance                           | <input type="checkbox"/> | Game Schedule                       | <input type="checkbox"/> |
| Insurance Required Through Town     | <input type="checkbox"/> | Players Roster Including Addresses  | <input type="checkbox"/> |
| Facility Waiver                     | <input type="checkbox"/> | Sports Activity Agreement           | <input type="checkbox"/> |
| Current Executive List              | <input type="checkbox"/> | Previous Year Audited Finance Stmt. | <input type="checkbox"/> |
| Membership List Including Addresses | <input type="checkbox"/> | (Local Minor Organizations Only)    |                          |
| Not For Profit Registration #       | <input type="checkbox"/> | Constitution: By-Laws               | <input type="checkbox"/> |
| Annual General Meeting Minutes      | <input type="checkbox"/> | Board of Directors                  | <input type="checkbox"/> |

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PAYMENT INFORMATION**

Cash/Interac \_\_\_\_\_

Cheque(s): \_\_\_\_\_  
*(Payable to the Town of Richmond Hill)*

Post-Dated: \_\_\_\_\_

Visa/Mastercard #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

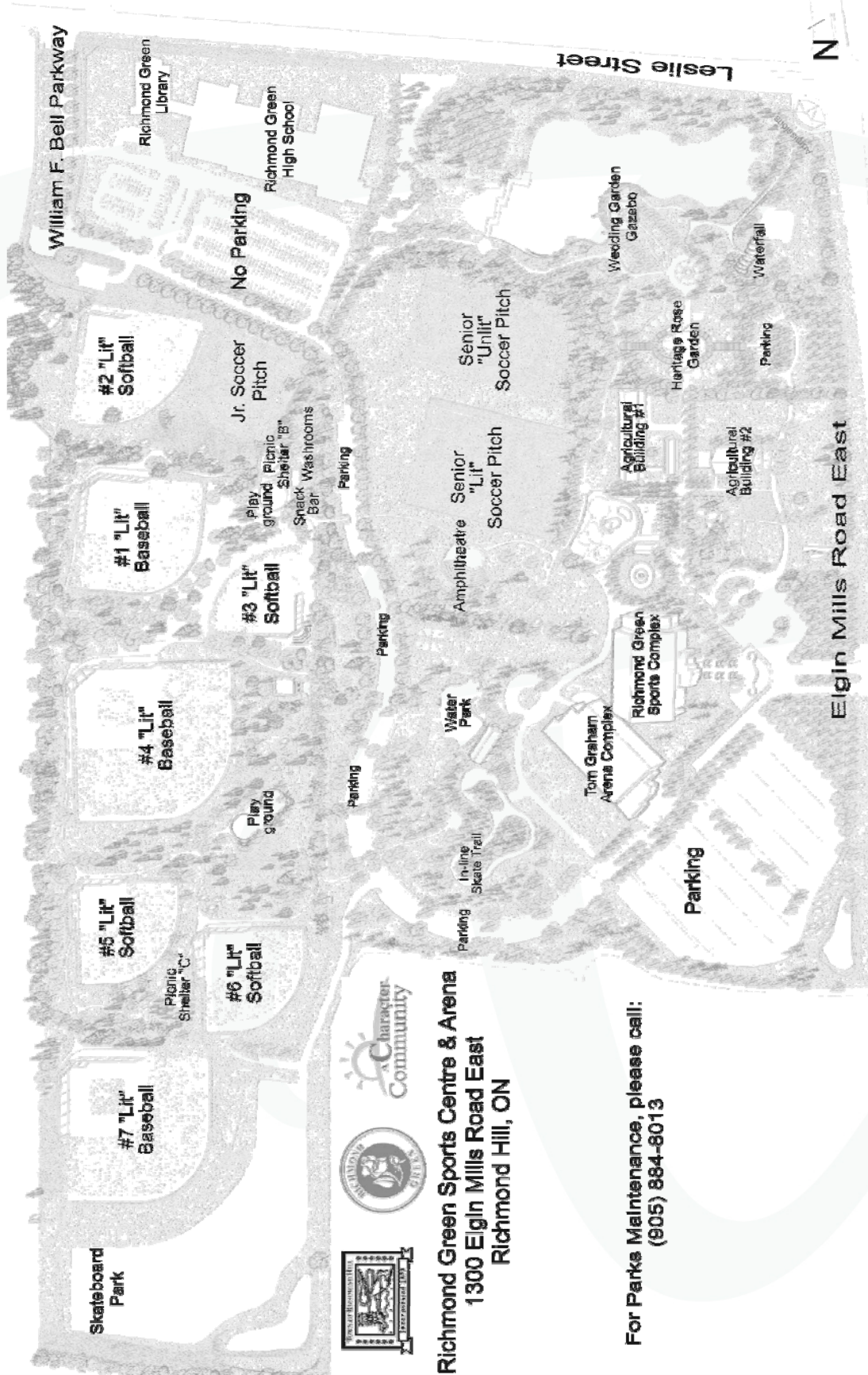
Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please return all 3 pages of the Richmond Green Facility Permit Request form to:**

Mail: Richmond Hill Community Services Department  
 Richmond Green  
 1300 Elgin Mills Road East  
 Richmond Hill, ON L4S 1M5  
 Fax: **905 508 7748**  
 Email: [rgreen@richmondhill.ca](mailto:rgreen@richmondhill.ca)

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



**Richmond Green Sports Centre & Arena**  
 1300 Eigin Mills Road East  
 Richmond Hill, ON

**For Parks Maintenance, please call:**  
 (905) 884-8013