



CAO/Clerk
 P.O. Box 99
 Coe Hill, ON K0L 1P0
 Tel: 613.337.5731
 Fax: 613.337.5789
 Email:wollaston@bellnet.ca

WOLLASTON TOWNSHIP

Coe Hill Recreation Pavilion Rental Agreement Between:

The Township of Wollaston

RENTER

AND name _____
 contact _____
 phone # _____

Rental of Grounds and/or buildings

Dates required _____

Number of participants expected: _____

Sports equipment required: _____

of Tables required: _____

of Chair required: _____

I/we agree to rent the Coe Hill Recreation Pavilion grounds and/or buildings at the following rates:

Sporting activities:

no alcohol being served: NO CHARGE

Events:

Dances, weddings, parties, showers, baptisms, funerals, theatre performances/recitals up to 200 people, no alcohol being served: \$100/day
 (no raves or all night parties)

Dances, weddings, parties, showers, theatre performances/recitals up to 200 people, alcohol being served (**with proof of liability insurance & valid LCBO permit**) (no raves or all night parties) \$100/day
 Rental fee sub total _____

Custodian fee for events where alcohol is served \$50.00

Less deposit paid (50%) _____

Balance _____

Mandatory Security Deposit \$100 payable upon completion of agreement, returnable upon authorization of Parks & Recreation Coordinator

I have read and agree to the conditions as set out on both sides of this form.

Signature: _____ Date: _____





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Coe Hill Recreation Pavilion Rental Agreement Between:

Rental Conditions:

- Sporting activities or events with more than 50 people attending and longer than 4 hours in length must **provide proof of portable bathroom rental** – please see planning chart below – note that there is one bathroom on site
- Wollaston Township does not supply cleaning supplies and toilet paper for events
- Renters are expected to leave the facility in the state of cleanliness in which they found it
- Renters holding events where alcohol is served **must provide proof of their own liability insurance** and pay a custodian fee of \$50.00
- Renters must remove all garbage from the facility, meeting the standards of the Wollaston Twp. Waste Site including clear bags for garbage and mandatory recycling
- Rental Agreement must be in place 48 hrs. before activity/event and balance of fees must be paid prior to event

Special Events Planning Chart for portable bathrooms based on length of event and number of people attending:

People Attending (note: there is 1 bathroom on site)

	Number of Hours at an Event								
	1	2	3	4	5	6	7	8	9
1 - 50	1	1	1	1	2	2	2	2	2
50 - 100	2	2	2	2	2	3	3	3	3
100 - 250	3	3	3	3	4	4	4	6	6
250 - 500	4	4	4	4	6	6	8	8	8

Price Example: Whitfield (Bancroft) rental rates: Daily or weekend: 613-332-3831

One bathroom: \$155 + HST + \$40 delivery
 Two bathrooms: \$215 + HST + \$40 delivery
 Three bathrooms: \$275 + HST + \$40 delivery

Information is collected under the authority of the Municipal Act in accordance with the Municipal Freedom of Information Act and will be used for facility reservation purposes only.

