



**Town of Bancroft  
Parks & Recreation Department**

**Special Events  
Property &  
Equipment Rentals**

**POLICY**

January 12, 2010

**Town of Bancroft  
Parks & Recreation Department  
Special Events Policy**

***Section 1: Introduction***

**1.1 Purpose**

The purpose of this policy is to regulate the use of Town of Bancroft property and facilities for special events, programming and private rental functions; and, to designate Council authority to the Chief Administrative Officer or his designate, to approve the exclusive use of Town of Bancroft property and facilities for special events, programming and private rental functions.

**1.2 Background**

Each year the Town of Bancroft receives many requests from individuals and groups to operate events on Town of Bancroft property and facilities. These events vary in scope, purpose, size, cost and complexity.

**1.3 Policy Statement**

It is the intention of the Town of the Town of Bancroft to provide a process for approving the use of town property and facilities for special events, programming and private rental functions; to provide direction for the use of Town of Bancroft property and facilities for special events, programming or private rental functions; and to provide direction to determine what special events are extended coverage under the Town of Bancroft's Liability Insurance Policy.

***Section 2: Objectives***

**2.1 General Objectives**

The specific objectives of the policy relating to special events, programming and private rental functions are as follows:

1. Provide logistical assistance to special event, programming and private rental functions on Town of Bancroft property, streets and roadways;
2. Ensure that applications are treated fairly and in an equitable manner;
3. Ensure all Town interests are met to protect assets and citizens of Bancroft;
4. Protect the Town of Bancroft from legal liability.

**2.2 Special Events and Programming**

The Town of Bancroft recognizes special events and programming as an important part of Bancroft's quality of life and as providers of affordable entertainment to its citizens. It is also recognizes that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the Town of Bancroft. The specific objectives of the policy regarding special events and programming are as follows:

To assist local community groups and organizations by providing facilities and resources at an affordable cost.

**2.3 Private Rental Functions**

The specific objectives of the policy regarding private rental functions are as follows:

*To generate revenue to assist with the operation and maintenance of Town of Bancroft property and equipment.*

### ***Section 3: Definitions***

#### **3.1 Special Events**

For the purpose of this policy a Special Event is defined as a one time, annual or infrequently occurring event on Town of Bancroft property and/or facility that is reserved for exclusive use and which meets the following criteria:

- Celebration of a specific theme
- Has a pre-determined opening and closing date/time
- Is available to the community at large
- Operated by local community group or non-profit organization

#### **3.2 Programming**

For the purpose of this policy Programming is defined as planned use of resources over a set period of time in teaching / learning situation with stated objectives occurring on Town of Bancroft property and or / facility that is reserved for exclusive use with restrictive attendance and which meets the following criteria;

- Operated by local community group or non-profit organization.
- Leisure / recreation activities for residents of the Town of Bancroft including arts, culture, social and sports.

#### **3.3 Private Rental Function**

For the purpose of this policy a Private Rental Function is defined as an event occurring on Town of Bancroft property and/or facility that is reserved for exclusive use of property and/or facilities and does not meet the criteria of either programming or a special event.

#### **3.4 Designated Town of Bancroft Special Event**

Events where the Town of Bancroft Parks and Recreation Staff are involved in the organization, supervision and direction of activities relating to the event with full or partial control of financial responsibilities, where the event is open to all public, and the event is not reserved for exclusive use.

#### **3.5 Sponsored Town of Bancroft Special Event**

Events where the Town of Bancroft Council support the organization, of activities relating to the event, where the event is open to all public, and the event is not reserved for exclusive use.

### ***Section 4: Procedures***

#### **4.1 Application**

a) Event Operators requesting exclusive use of Town of Bancroft Property must submit completed Town of Bancroft Property and Equipment Rental Application Forms, at least 14 (fourteen) days in advance of event.

b) For special events and private rental functions:

all rental, equipment and deposit fees, must be paid prior to the event.

c) Proof of all necessary permits, licenses and inspections must be submitted prior to the event, which may include, but are not limited to the following:

Environmental Health Permit

Liquor Licence

Fire Inspection

Building Inspection

***Section 4.1: Application – continued.***

- d) The Event Operator should not advertise the event or make financial commitments before obtaining approval.
- e) The Event Operator must adhere to all Federal and provincial legislation, Town of Bancroft bylaws, policies and regulations. Non-compliance may result in event cancellation or closure of an event.
- f) The Event Operator is responsible for securing the premises during the event.

**4.2 Cancellation**

- a) If the event is cancelled, the Event Operator must give seven (7) days notice, in writing, of cancellation. Failure to provide required notice may necessitate full rental charge.
- b) The Town of Bancroft reserves the right to cancel an event up to and including the day of the event, or any time during the event for reasons of non-compliance and/or in the interest of public safety.

**4.3 Approval**

- a) Council has delegated authority to the Chief Administrative Officer or his designate to permit or deny requests for exclusive use of Town of Bancroft Property and to develop and approve rental agreements for the exclusive use of Town of Bancroft property for special events, programming and private rental functions.
- b) Council has delegated authority to the Chief Administrative Officer to permit or deny care and control of Town of Bancroft Property in order for Event Operator to apply for liquor licence to provide alcohol at their event.
- c) The rental of Town of Bancroft property is subject to a formal rental agreement, based on the requirements of both the Town of Bancroft and the Event Operator.
- d) The Chief Administrative Officer is responsible to determine what events are “Designated Town of Bancroft Special Events” and “Sponsored Town of Bancroft Special Events”.
- e) The Town of Bancroft reserves the right to not approve use / and or rental of Town of Bancroft property based on any of the following:
  - i. interference with Town of Bancroft operations;
  - ii. conflicts with already scheduled programs or committed rentals, bookings, contracts, special events;
  - iii. potential for damage to Town of Bancroft Property
  - iv. requested event or rental has potential to affect negatively similar programs offered through the Town of Bancroft;
  - v. non-compliance of any Federal legislation, Town of Bancroft bylaws, policies and regulations
  - vi. in the interest of public safety
  - vii. to any event operator with an outstanding rental debt
  - viii. to any event operator with previous history of non-compliance of this policy.
- f) The Town of Bancroft reserves the right to introduce other restrictions from time to time at its discretion such as, but not limited to, hours of event, licensed security.

***Section 5: General Conditions***

**5.1 Fees and Charges**

- a) Shall be in accordance with Town of Bancroft Fee Schedule Bylaw - attached
- b) No fees will be reduced or waived. Groups requesting financial assistance with an event will be required to make application to the Parks and Recreation Committee.

### **5.2 Insurance and Liability**

a) The Event Operator must obtain a commercial general liability insurance policy; including host liquor liability for events involving alcohol, in an amount not less than two million (\$2,000,000.00) dollars (the Chief Administrative Officer reserves the right to increase this amount depending on the type of activities planned or buildings involved) with the Town of Bancroft named as additional insured and including a cross-liability clause. The Town of Bancroft is to be indemnified and held harmless from and against claims of any kind, liability, expenses and demands due wholly or in part as a result of any negligence, acts, or oversights by the Event Operator, it's agents, licensees, invitees, participants, contractors, during the use of property and services. A thirty (30) day notification prior to the cancellation of the policy must be included.

b) The Town of Bancroft liability insurance coverage is extended to *“Designated” and “Sponsored” Town of Bancroft Special Events only.*

### **5.3 Safety Plan**

A written safety plan must accompany the Town of Bancroft Property and Equipment Rental Application Form and will include, if applicable to event, the following features:

a) Site plan including:

An outline of the entire event venue

Seating Plan

The location of all stages, tents, portable toilets, booths, vendors, cooking areas and any other temporary structures, exit locations, fencing and other equipment.

Location of road closures or barricades.

Route map

Parking areas

Temporary electrical power

b) Estimated number of participants.

c) An appropriate security plan.

d) Proof of Fire Inspection for fire safety elements such as, but not limited to, tents, heaters, decorations.

### **5.4 Environmental Health Permit**

When any food services are offered to the public an Environmental Health Permit is required. Permits can be obtained from Hastings & Prince Edward Counties Health Unit. Proof of permit must be submitted prior to event.

### **5.5 Liquor Licence**

a) A completed Town of Bancroft Property and Equipment Rental Application Form, receipt of fees and deposit(s), proof of insurance including host liquor liability, safety plan must be provided prior to Town of Bancroft granting care and control and permission to event operator to obtain liquor licence.

b) When any alcohol is served, a Liquor Licence is required. Licences can be obtained Liquor Licensing Board of Ontario. Proof of Licence must be submitted prior to event.

**Section 5: General Conditions – continued.**

**5.6 Site Clean Up and Restoration**

a) The clean up during and after the event is the responsibility of the Event Operator. Cleaning includes but is not limited to:

- removal of all garbage, refuse, and debris
- prompt removal of hazardous materials
- removal of all personal property
- putting away chairs, tables and equipment
- If the rental includes kitchen facilities, all dishes must be done and put away and the kitchen must be left in the same condition it was found.

b) The Event Operator shall be solely responsible for any and all costs associated with turf and site restoration.

This Policy shall be reviewed at least every two years to ensure that it is current and relevant. Schedules to this Policy can be amended by resolution of Council at anytime.

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1. Equipment rentals are available in the following categories:
  - a. For Profit Groups – Functions organized by Industry/ Businesses for profit making purposes. i.e. trade shows
  - b. Not For Profit / Charitable Groups – Functions organized by charities or not for profit organizations i.e. relay for life
2. All Town of Bancroft Functions shall have priority over rentals
3. All rentals shall be arranged through the Parks and Recreation Department of the Town of Bancroft
4. Each group that enters into a contract for Equipment rentals shall pay a security deposit
5. Discounted rates are applicable to category B
6. The rental agreement will include the obligation of the rental representative and association to be responsible for all losses and damages to property and equipment which occur during or as a result of the rental.
7. Damage in excess of regular wear and tear will be charged on a cost covering basis.