

ADMINISTRATIVE POLICY Date: OCTOBER 17, 2022 As Approved: FEBRUARY 6, 2023	FACILITY RENTAL POLICY	POLICY NO. R3
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**Amended policy R3 Rental of Sports Palace policy and Agreement and replaced with R3 Facility Rental Policy
 Repeal policy C3 Civic Centre Rentals and Agreement**

PURPOSE

These procedures will outline the process for booking making deposits and payment and will serve as a tool for communication with the renter during functions.

GENERAL TERMS & CONDITIONS

1. The facilities included under this policy are, but not limited to:
 - a) Civic Centre (Schedule A)
 - b) Sports Palace (Schedule B1 & Schedule B2)
 - c) Donat Brousseau Pool (Schedule C)
 - d) Riverside Park (Schedule D)
2. The Facility Rental Agreement Form must be completed in its entirety for each rental. Incomplete agreements will not be accepted.
3. Non-profit organizations may use meeting rooms free of charge (Cleaning fees may apply)
4. All Municipal accounts of the Renter must be in good standing in order to enter into this Agreement.
5. The Renter will not be permitted to enter the Rental Area until the Rental Time stated on the Rental Form and must vacate the Rental Area at the time stated on the Rental Form.
6. Smoking and/ or vaping is not permitted on the outdoor grounds of community recreational facilities or in public spaces within 20 meters of the perimeter of the grounds. Anyone caught smoking or vaping could possibly be charged and/or banned from the facilities.
7. All special occasion permit events (where alcohol is served) must adhere to the municipal alcohol policy.
8. The Town of Kapuskasing will not be responsible for any damages or losses resulting from circumstances beyond its control and shall include but not be restricted to the following: Act of God, flood, strike, breakdown of equipment and damages to premises.
9. The Management reserves the right to cancel any rentals, subject to prior notification to the renting party.

RESPONSIBILITY OF RENTER

1. The Renter shall ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the rented Facility.
2. The Premises and Rental Area must be left clean, in good repair and to the satisfaction of the Municipality.
3. Any cost of damages caused by the Renter or resulting from actions of members of the Renter, or by invitees during the rental period, must be paid upon receipt of billing by the Town of Kapuskasing.
4. The Renter is responsible for clearing the Rental Area of all items and personal property used by or belonging to the Renter during their Rental Time, or upon a mutually agreed upon time, to the satisfaction of the Municipality.
5. All Special Occasion Permit Events (when alcohol is served) must adhere to the Municipal Alcohol Policy - attached.
6. The Renter is responsible for arranging security attendants for Special Events, if required by the Municipality.
7. When required, the Town of Kapuskasing may request that renters obtain public liability insurance for their event.

Kapuskasing is a host community for Evacuations and the Town of Kapuskasing Facilities are utilized during those times. Note that all rentals may be subject to cancellation during Evacuations. All charges paid in advance by the Applicant will be refunded in full.

***** Fees in this policy are in accordance with the annual municipal fees*****

CONTACT INFORMATION

Name of Organization: _____ Non-Profit Organization? Yes No

Contact Name: _____

Address: _____

Telephone Number: _____

Email: _____

ROOM		RENTAL FEE (Half Day)	RENTAL FEE (Full Day)	RENTAL FEE For Non-Profit Organizations
<input type="checkbox"/>	Green Room #1 <i>Capacity: 50 persons</i>	\$52.00	\$105.00	FREE
<input type="checkbox"/>	Green Room #2 <i>Capacity: 30 persons</i>	\$52.00	\$105.00	
<input type="checkbox"/>	Council Chambers <i>Capacity: 50 persons</i>	\$118.00	\$237.00	
<input type="checkbox"/>	Auditorium <i>Capacity: 285 persons</i>	\$366.00	\$732.00	\$120.00 (cleaning fee)
<input type="checkbox"/>	Kitchen <i>Includes: gas stove, fridge, freezer & dishwasher</i>	\$103.00	\$207.00	\$103.00
ADDITIONAL SERVICES			FEE	INFORMATION
<input type="checkbox"/>	Open & Close Date: _____ Time: _____		\$70.00	Applies to all weekend rentals
<input type="checkbox"/>	Cleaning		\$30.00/hour	
<input type="checkbox"/>	Chair & Table set up / take down		\$164.00	280 Chairs in Auditorium 40 Tables in Auditorium (size: 8'x2.5')
<input type="checkbox"/>	Projector & Screen		-	All rental equipment shall not be utilized outside the Civic Centre
<input type="checkbox"/>	Sound System		-	
Total: \$ _____ + HST: \$ _____ = \$ _____		<input type="checkbox"/> \$100 Damage Deposit		

EVENT DETAILS

Date : _____ Time From : _____ To : _____

Type of Function : _____

Is this a Fundraising Event? Yes No

Expected number of attendees : _____

Will Alcohol be served : Yes No
(please attach a copy of the special occasion permit)

Will Security Officers be present: Yes No

****Two (2) security officers must be present for the entire duration of any weekend event & off hour rentals with over 100 attendees and / or when alcohol is being served.****

Security Firm: _____

Contact Name: _____

Address: _____

Tel. Number: _____

I AGREE TO THE ABOVE STATED RENTAL CHARGES AND TO THE RENTAL CONDITIONS AS SET OUT IN THIS POLICY

Applicant Name

Signature

Date

RESERVING A ROOM

- All bookings for rental of the Civic Centre Green Rooms, Council Chambers, Auditorium and Kitchen will be made through the Administrative Secretary.
- An open and close fee will be charged for all weekend & off hour rentals.
- Two (2) security officers must be present for the entire duration of any event with over 100 attendees and / or when alcohol is being served.

Local Organizations / Associations or Education Groups:

- Will be allowed to use the Green Rooms free of charge for meetings.
- Will be allowed to use the Auditorium free of charge but will have to pay a cleaning fee.
- Any private / commercial entities are not eligible for a reduction in fees.

PAYMENT

- Full payment for any rental is required at least twenty-four (24) hours prior to the event.
- Any cost of damages caused by the Renter or resulting from actions of members of the Renter, or by invitees during the rental period, must be paid upon receipt of billing by the Town of Kapuskasing.

DAMAGE DEPOSIT

- Payment of Damage Deposit is required at the time of application.
- Damage Deposits are 100% refundable provided the following conditions are met:
 - The room(s) and facility (including hallway and washroom) are left clean and orderly.
 - All equipment is accounted for and undamaged.

If the above conditions are not met to the satisfaction of the Town of Kapuskasing, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and or repair exceeds the amount of the damage deposit, the rental group will be invoiced for the additional costs.

SPECIAL OCCASION PERMIT EVENTS

- All Special Occasion Permit Events (where alcohol is served) must adhere to the Municipal Alcohol Policy -attached. (Appendix A & B forms from the municipal alcohol policy must be signed and returned to the Administrative Office)
- A copy of the Special Occasion Permit (SOP) is required before taking possession of the hall.
- Two (2) security officers must be present for the entire duration of any event when alcohol is being served.

SET-UP & TAKE DOWN

- All set up and take down of materials (food, decorations, etc.) shall be done by the renting party in the time allotted by the Town of Kapuskasing.
- Any items such as tables and chairs required beyond those made available with the facility by the Town of Kapuskasing for the area rented shall be the responsibility of the renting party to acquire and return.
- All electrical hook-ups, disconnections or extra power supply required by the renting party shall be done by the Corporation electrician and time and material costs will be charged to the renting party.

FACILITY CLEANING

- All rooms must be cleaned and in the same condition as when you arrived.
- All personal decorations and equipment must be removed after the function.
- Food and trash remaining after the event must be properly disposed by the renter.

RESPONSIBILITY OF RENTER

- The Renter shall ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the rented Facility.
- The Renter is responsible for arranging security attendants for Special Events, if required by the Municipality.
- When required, the Town of Kapuskasing may request that renters obtain public liability insurance for their event.

Kapuskasing is a host community for Evacuations and the Town of Kapuskasing Facilities are utilized during those times. Note that all rentals may be subject to cancellation during Evacuations. All charges paid in advance by the Applicant will be refunded in full.

Schedule B1 – SPORTS PALACE

Sports Palace Facility Rental Form

CONTACT INFORMATION

Name of Organization: _____ Non-Profit Organization? Yes No

Contact Name: _____

Address: _____

Telephone Number: _____

Email: _____

MEETING ROOMS		RENTAL FEE <i>HST Included (Half Day)</i>	RENTAL FEE <i>HST Included (Full Day)</i>	RENTAL FEE For Non-Profit Organizations
<input type="checkbox"/>	Morvan Hall <i>Capacity: 100 persons</i>	\$65.00	\$130.00	<input type="checkbox"/> FREE for non-profit Organizations <input type="checkbox"/> Apply additional after hours Operational fees (\$73 / hour x # staff required)
<input type="checkbox"/>	Conference Room <i>Capacity: 15 persons</i>	\$41.00	\$82.00	
PAD SURFACES		RENTAL FEE <i>HST Included</i>		INFORMATION
<input type="checkbox"/>	Concrete Pad	\$60.00/hour		<input type="checkbox"/> Apply additional after hours Operational fees (\$73 / hour x # staff required)
SPECIAL EVENTS		RENTAL FEE Daily (SOP Permit)	RENTAL FEE Daily (No Permit)	INFORMATION
<input type="checkbox"/>	Pad Surface (South Side)	\$1,533.00	\$766.00	<input type="checkbox"/> Non Profit Organization may be eligible to receive a 50% reduction for Special Events – See Policy D1 <input type="checkbox"/> Approved Reduce Fee \$ _____ <input type="checkbox"/> Apply additional after hours Operational fees (\$73 / hour x # staff required)
<input type="checkbox"/>	Pad Surface (North Side)	\$1,533.00	\$766.00	
OTHER RENTALS			FEE	INFORMATION <i>Use in Sports Palace Only</i>
<input type="checkbox"/>	Stage		None	
<input type="checkbox"/>	Chairs & Tables		None	# of chairs _____ # of tables _____
<input type="checkbox"/>	Curtains		None	# of panels _____
<input type="checkbox"/> After Hour Operational Fee \$73 X _____ X _____ = \$ _____ <div style="text-align: center;"># of Hours # of Staff</div> Total After Hour Fee		Rental \$ _____ + After Hour Fee \$ _____ = Total: \$ _____		

EVENT DETAILS

Date : _____ Time From : _____ To : _____

Type of Function : _____ Is this a Fundraising Event? Yes No

Will Alcohol be served : Yes No Will Security Officers be present: Yes No
(please attach a copy of the special occasion permit)

Two (2) security officers must be present for the entire duration of any event when alcohol is being served and the cost of such security will be paid by the renting party.

Security Firm: _____ Contact Name: _____

Address: _____ Tel. Number: _____

I AGREE TO THE ABOVE STATED RENTAL CHARGES AND TO THE RENTAL CONDITIONS AS SET OUT IN THIS POLICY

Applicant Name Signature Date

RESERVING A SPACE

- All bookings for rental of meetings rooms and Concrete Pads will be made through the Recreation Director.
- Operational fees will apply to all after hour rentals.
- Non-profit organizations may use meeting rooms free of charge for meetings and may be eligible for a 50% reduction for Special Events – see policy D1
- All bookings for special events with alcohol will be reviewed and may be declined. A minimum of 30 days' notice is required.

PAYMENT

- Full payment for any rental is required at least twenty-four (24) hours prior to the event.
- All Special Event rentals must be confirmed by a signed contract (Facility Rental Form) with a 50% deposit.
- Any cost of damages caused by the Renter or resulting from actions of members of the Renter, or by invitees during the rental period, must be paid upon receipt of billing by the Town of Kapuskasing.

DAMAGE DEPOSIT

- Payment of Damage Deposit is required at the time of application.
- Damage Deposits are 100% refundable provided the following conditions are met:
 - The room(s) and facility (including lobby and washrooms) are left clean and orderly
 - All equipment is accounted for and undamaged

If the above conditions are not met to the satisfaction of the Town of Kapuskasing, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and or repair exceeds the amount of the damage deposit, the rental group will be invoiced for the additional costs.

SPECIAL OCCASION PERMIT EVENTS

- All special occasion permit events (where alcohol is served) must adhere to the municipal alcohol policy -attached. (Appendix A & B forms from the municipal alcohol policy must be signed and returned to the Recreation Director)
- A copy of the Special Occasion Permit (SOP) is required before taking possession of the Sports Palace.
- Two (2) security officers must be present for the entire duration of any event when alcohol is being served and the cost of such security will be paid by the renting party.
- A minimum of \$2,000,000 in liability insurance; copy of certificate of insurance must be provided.

SET-UP & TAKE DOWN

- All set up and take down of materials (food, decorations, etc.) shall be done by the renting party in the time allotted by the Town of Kapuskasing.
- Any items such as tables and chairs required beyond those made available with the facility by the Town of Kapuskasing for the area rented shall be the responsibility of the renting party to acquire and return.
- All electrical hook-ups, disconnections or extra power supply required by the renting party shall be done by the Corporation electrician and time and material costs will be charged to the renting party.

FACILITY CLEANING

- All rooms must be cleaned and in the same condition as when you arrived
- Food and trash remaining after the event must be properly disposed by the renter

RESPONSIBILITY OF RENTER

- The Renter shall ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the rented Facility.
- The Renter is responsible for arranging security attendants for Special Events, if required by the Municipality.
- When required, the Town of Kapuskasing may request that renters obtain public liability insurance for their event.

CONTACT INFORMATION

Name of Organization: _____ Non-Profit Organization? Yes No

Contact Name: _____ Address: _____

Telephone Number: _____ Email: _____

ICE RENTALS		RENTAL FEE (HST Included)	# Hours	DATE(S) <i>(Attach a schedule if necessary)</i>	TIME(S)
<input type="checkbox"/>	Introductory <i>(Fill-out Waiving of Fees/Subsidy App. Form)</i>	\$0			
<input type="checkbox"/>	Regular Ice Rental	\$100/hour			
<input type="checkbox"/>	Youth	\$100/hour			
<input type="checkbox"/>	Adult	\$173/hour			
SUBSIDIZED ICE RENTALS		RENTAL FEE (HST Included)	#	DATE(S) <i>(Attach a schedule if necessary)</i>	TIME
<input type="checkbox"/>	Kap Flyers	\$300 / game	<i>Games</i>		
<input type="checkbox"/>	Adult Skating League	\$50 / person	<i>Person</i>		
<input type="checkbox"/>	School Program	\$100 / hr	<i>Hours</i>		
<input type="checkbox"/>	Fundraisings/Seminars/Competitions <i>(Fill-out Waiving of Fees/Subsidy App. Form)</i>	\$50 / hr (Youth)	<i>Hrs</i>		
		\$87.00 / hr (Adults)	<i>Hrs</i>		
<input type="checkbox"/>	Ice Pad Set-up	\$30/hr	<i>Hours</i>		

RENTAL DETAILS

STARTING DATE: _____ DATE STARTING IN JANUARY: _____

DATE TERMINATING FOR CHRISTMAS: _____ DATE TERMINATING FOR THE SEASON: _____

TOTAL HOURS USED PER WEEK: _____ TOTAL HOURS USED FOR THE SEASON: _____

Total: \$ _____ x Hours: _____ = \$ _____

I AGREE TO THE ABOVE STATED RENTAL CHARGES AND TO THE RENTAL CONDITIONS AS SET OUT IN THIS POLICY

Applicant Name

Signature

Date

RESERVING ICE

- All bookings for rental of Ice will made through the Sports Palace or online booking program and must be confirmed by signed contract (“Ice Rental Form”)
- All bookings for special events with alcohol will be reviewed and may be declined. A minimum of 30 days’ notice is required.
- When required, the Recreation Director may request that renters obtain public liability insurance for their event.
- Ice Rentals for Introductory Levels may be eligible for a waiving of fees (See Policy D1)
- Not for profit organizations or Minor Sports Groups may be eligible to receive a 50% reduction in fees for fundraisers, seminars and competitions. (See Policy D1)

PAYMENT

- Accounts must be paid within 15 days of the invoice date. A late charge fee will be charged on all overdue accounts.
- Ice rentals must be paid in advance and are on a first come first serve basis

CANCELLATION

- 48 hours’ notice is required for cancellation of ice time.
- The Sports Palace Staff has the authority to cancel the ice rental at any time for any reason deemed appropriate. There will be no refund if the rental conditions were not followed.

SPECIAL OCCASION PERMIT EVENTS

- All special occasion permit events (where alcohol is served) must adhere to the municipal alcohol policy -attached. (Appendix A & B forms from the municipal alcohol policy must be signed and returned to the Recreation Director)
- A copy of the Special Occasion Permit (SOP) is required before taking possession of the hall.
- Two (2) security officers must be present for the entire duration of any event when alcohol is being served and the cost of such security will be paid by the renting party.
- A minimum of \$2,000,000 in liability insurance; copy of certificate of insurance must be provided.

******Alcohol in the Arena is restricted to those who supply a Special Occasion Permit and follow all stipulations of the Municipal Alcohol Policy- attached. This does not mean alcohol is permitted in dressing rooms. Violations may result in immediate ejection and suspension from the Arena (Re: Sports Palace Alcohol Policy Enforcement-A8)******

RULES & REGULATIONS FOR ICE RENTALS

- Each hour of rental consists of 50 minutes of Ice Time.
- All individuals under the age of 18 must be accompanied by an adult (18 or older) on the ice surface or in the near vicinity.
- Appropriate CSA approved protected equipment is **STRONGLY RECOMMENDED** for all on ice activities.
- No objects or individuals are to be on the ice surface when the Olympia is working on the ice surface
- Players that are ejected before the end of a game shall be supervised by the Renter to prevent any damages to the Facility. Any damage caused by the Renter shall be billed to the Renter.
- No food or drink shall be permitted on the ice at any time. No food or drinks shall be permitted in the player bench area other that the player’s water bottle.
- When the Operator rings the buzzer the ice must be cleared immediately, and gates shut.
- Ice rental privileges may be suspended if any of the above conditions are not followed.

DRESSING ROOMS

Dressing rooms are provided to the Renter thirty minutes before and after each rental, if requested.

- An Adult is required to be in the dressing room at all times when children or youth are present;
- Dressing rooms will not be opened until supervisors are in place
- **There shall be no horseplay, spitting, cell phones & personal digital assistants, tobacco products, cannabis products or alcohol permitted in any change room at any time.**
- Any damage done by the Renter to the dressing room will be charged to the Renter
- Any additional charges incurred by the Municipality for clean-up, vandalism or repair shall be billed to the Renter.

**PISCINE DONAT BROUSSEAU POOL
RENTAL AGREEMENT 2024 – NEW TERMS & CONDITIONS**

RENTAL GROUP / CONTACT INFORMATION			
Organization's Name:		Rental Date:	DD / MM / YY
Contact Name		OPTION #1	1:00 – 3:00pm
Telephone		Pool Time:	AM/PM
Billing Address	Address	Hall Time:	AM/PM
	City	OPTION #2	3:00 – 5:00pm
	Postal Code	Pool Time:	AM/PM
		Hall Time:	AM/PM

ADMISSION POLICY		
Children under 4 ft. or children who have not yet completed SK 4 must be accompanied by a responsible person (age 14 or over) IN THE WATER at all times. (1 responsible person for every 2 children)		
Any swimmers under 4 feet tall?	YES	NO
Any non-swimmers?	YES	NO
Admission Policy understood?	YES	NO

Max # of swimmers/attendees:	
Ages:	to

RENTAL FEES			PAID BY:
1 – 30 swimmers	\$138.00 per hour		Cash
31 – 60 swimmers	\$172.00 per hour		
61 – 100 swimmers	\$207.00 per hour		Cheque
Additional lifeguard	\$34.00 per hour		
Additional instructor	\$34.00 per hour		Invoiced
Hallway / Balcony	\$34.00 per hour		
TOTAL:			DD / MM / YY

Payment is due within 48 hours of reserving pool facilities - attach receipt to rental form
HST is included in the cost

Contact's Signature: _____ **Put on calendar:** YES / NO

Staff's Signature: _____ **Put on schedule:** YES / NO

Pool Supervisor's Signature: _____ **Memo to staff:** YES / NO

RESERVING THE POOL

- All bookings for rental of the Pool will be made through the Donat Brousseau Pool and must be confirmed by a signed contract (“Donat Brousseau Pool Rental Agreement”)

PAYMENT

- Payment is due within 48 hours of reserving pool facilities at the Donat Brousseau Pool.
- Accounts must be paid within 15 days of the invoice date. A late charge fee will be charged on all overdue accounts.

CANCELLATION

- 48 hours’ notice is required for cancellation. A credit may be applied to the renter’s account. Refund applications must be approved by the Pool Operator and a \$5.00 administration fee will be deducted from the refund.
- The Donat Brousseau Pool Staff has the authority to cancel the pool rental at any time for any reason deemed appropriate. There will be no refund if the rental conditions were not followed.

RULES & REGULATIONS FOR POOL RENTALS

- **Admission policy:** Children under 4 ft. or children who have not yet completed SK 4 must be accompanied by a responsible person (age 14 or over) IN THE WATER at all times. (1 responsible person for every 2 children)
- Each hour of rental consists of 60 minutes of Pool Time.
- Any damage caused by the Renter shall be billed to the Renter.
- No food or drink shall be permitted on the pool deck at any time. No food or drinks shall be permitted in the changerooms.
- The renter will ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the facility. Please remember that this is a public facility and children under the age of 12 years must be supervised at all times.
- Pool rental privileges may be suspended if any of the above conditions are not followed.

RENTALS (Requiring Water Safety Instructors)

- Call Donat Brousseau Pool for availability

DRESSING ROOMS

- Children six (6) years of age or older are required to use gender specific change rooms.
- The hallway washroom is an alternative choice for children to change in.
- The use of cell phones and personal digital assistants or any cameral-like devices are prohibited in all municipal recreation facility change room.
- No food or drinks shall be permitted in the changerooms.

SET-UP & TAKE DOWN

- All set up and take down of materials (food, decorations, etc.) shall be done by the renting party in the time allotted by the Donat Brousseau Pool. (30 minutes prior to the rental time scheduled)

FACILITY CLEANING

- All rooms must be cleaned and in the same condition as when you arrived
- All personal decorations and equipment must be removed after the function.
- Food and trash remaining after the event must be properly disposed by the renter

RESPONSIBILITY OF RENTER

- The Renter shall ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the rented Facility.

CONTACT INFORMATION

Name of Organization:

Contact Name:

Address:

Telephone Number:

Email:

RIVERSIDE PARK		DATE	TIME	REQUESTS
<input type="checkbox"/>	Bay Area			
<input type="checkbox"/>	Pergola			
<input type="checkbox"/>	Gazebo			<input type="checkbox"/> Electricity <input type="checkbox"/> Washrooms
<input type="checkbox"/>	Pavilion			<input type="checkbox"/> Electricity
<input type="checkbox"/>	Splash Pad			<input type="checkbox"/> Washrooms

Special Request:

- Copy Donat Brousseau Pool (Waterpark / Washrooms)
- Copy Beautification (Lawn)
- Copy Public Works (Electricity)

I AGREE TO THE ABOVE STATED RENTAL CHARGES AND TO THE RENTAL CONDITIONS AS SET OUT IN THIS POLICY

Applicant Name

Signature

Date

RESERVING AN AREA IN THE RIVERSIDE PARK

- All reservations for the Gazebo, Pergola, Bay Area, Pavilion and Water Park will be made through the Administrative Secretary on a first come, first serve basis.
- The Administrative Secretary will fill out the Riverside Park Reservation Form and send a copy to the appropriate department

SPECIAL OCCASION PERMIT EVENTS

- All special occasion permit events (where alcohol is served) must adhere to the municipal alcohol policy -attached. (Appendix A & B forms from the municipal alcohol policy must be signed and returned to the Administrative Office)
- A copy of the Special Occasion Permit (SOP) is required.
- Security officers must be present for the entire duration of any event when alcohol is being served.

SET-UP & TAKE DOWN

- All set up and take down of materials (food, decorations, etc.) shall be done by the renting party in the time allotted by the Town of Kapuskasing.
- Any items such as tables and chairs shall be the responsibility of the renting party to acquire and return.

CLEANING

- Riverside Park must be cleaned and in the same condition as when you arrived
- All personal decorations and equipment must be removed after the function.
- Food and trash remaining after the event must be properly disposed by the renter

RESPONSIBILITY OF RENTER

- The Renter shall ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the Riverside Park.
- The Renter is responsible for arranging security attendants for Special Events, if required by the Municipality.
- For your protection the Town of Kapuskasing recommends that all renters obtain public liability insurance for their event. This insurance will protect you and your guests while using Town property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help you obtain the proper coverage.