



**TOWN OF GANANOQUE**  
**PUBLIC WORKS/CULTURE & RECREATION**  
**REQUEST FOR USE OF MUNICIPAL FACILITIES**

Mailing Address: PO Box 100, 30 King St. E., Gananoque, Ontario, K7G 2T6  
 613-382-2149 ext. 1411, fax 613-382-8562, email ssmith@townofgananoque.ca

<b>Date of Application</b>				
<b>Name of Group/Club/Association:</b>				
<b>Name and Title of Primary Contact (i.e. President):</b>			<b>Telephone (home):</b>	
<b>Address:</b>		<b>Apt.:</b>	<b>Telephone (office):</b>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Fax:</b>	<b>e-mail:</b>
<b>Name and Title of Secondary Contact:</b>			<b>Telephone (home):</b>	
<b>Address:</b>		<b>Apt.:</b>	<b>Telephone (office):</b>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Fax:</b>	<b>e-mail:</b>
<b>IN ORDER TO ENSURE PROPER COMMUNICATION IS MAINTAINED, PLEASE NOTIFY TOWN STAFF WHEN THERE IS A CHANGE IN YOUR CONTACT INFORMATION.</b>				
<b>Type of Activity :</b> PLEASE PROVIDE COMPLETE SET UP INSTRUCTIONS PRIOR TO YOUR EVENT				
<b>Special Occasion (Liquor) Permit:</b>		<b>Liability insurance Policy #</b>		
		Minimum \$2,000,000.00 required		
<b>Town of Gananoque to be named Co-Insured</b>				
<b>FACILITY REQUESTED :</b> _____				
<b>DATE(S)</b> : _____		<b>SET UP DATE/TIME:</b> _____		
<b>FOR OFFICE USE:</b>				
<b>FEES (FACILITY)</b>	_____	<b>Insurance Certificate</b>	( )	
<b>SOCAN (if music is included)</b>	_____	<b>Copy of Liquor License</b>	( )	
<b>OTHER</b>	_____	<b>Set up Instructions</b>	( )	
<b>H.S.T.</b>	_____			
<b>TOTAL PAYABLE PRIOR TO EVENT</b>		_____		
<b>If a street closure is part of your event you must apply For a Road Closure Permit. Permit forms are available on line.</b>				

I hereby declare that the information provided is to the best of my knowledge, accurate, and that the Town of Gananoque reserves the right to verify such information. Any application submitted providing false information could cancel any privileges granted under this application and disqualify the applicant for further eligibility. I certify that I have read the regulations and stipulations contained in this application and agree to abide by them, failing which this agreement will be null and void.		
Signature of Applicant: _____	Date: _____	<b>APPROVED BY</b>



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PERMIT REGULATIONS

The regulations appearing hereunder constitute part of any permit when issued and it is understood and agreed between the Gananoque Public Works/Culture & Recreation Department and the applicant that they will be strictly adhered to.

- No heavy equipment or vehicles will be allowed on park property within the 24 hours preceding the intended event.
- The applicant understands and agrees that the permit may be revoked or cancelled at any time with or without cause, and that in the event of such revocation or cancellation, there would be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. It is further understood that the date of permit may be changed by the Public Works/Culture & Recreation Department should the facility be require for other purposes.
- The facility will be available for use only upon presentation of the permit to the employee in charge. The facility is to be used only on the date and hours and for the purpose specified on the permit.
- Culture & Recreation Staff employed at the facility shall be at all times in charge of the premises and their instruction must be followed.
- Neither the Public Works/Culture & Recreation Department, its employees, nor the Municipal Corporation of the Town of Gananoque are responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant, or anyone attending on the invitation of such person or organization.
- The applicant must pay for all damages to premises or furnishings arising out of the use of the premises by the applicant. And that the applicant agrees that the premises will be returned to pre-event condition immediately following the event at their own expense.
- No intoxicating liquor, or person under the influence of liquor, shall be allowed on the premises, unless otherwise specified on the permit. When intoxicating liquor is served the applicant is responsible for abiding by the Municipal Alcohol Policy and for obtaining all permits and insurance coverage as regulated within that policy.
- The Gananoque Public Works/Culture & Recreation Department may specify that the applicant provide uniformed Police supervision for the function at the applicant's expense.