



THE CITY OF DAWSON



Recreation Facility Rental Form

Refer to City of Dawson Property and Rental Policy #06-08

CONTACT INFORMATION			
EVENT OPERATOR		PRIMARY CONTACT (if different)	
MAILING ADDRESS			
PHONE #	FAX #	EMAIL	
EVENT INFORMATION			
NAME OF & DESCRIPTION OF EVENT <i>Attach additional info if nessecary.</i>		DATE(S) & TIMES OF EVENT <i>Include set-up, take-down, start and end times for each day. Attach additional information if nessecary.</i>	
ANTICIPATED ATTENDANCE		<input type="checkbox"/> Electricity?	
TYPE OF EVENT <input type="checkbox"/> Special Event <small>(non profit/community group, open to public)</small> <input type="checkbox"/> Programming <small>(Rec/Leisure program by non profit/community group)</small>		<input type="checkbox"/> Private Rental <small>(exclusive use, non-program/event)</small> <input type="checkbox"/> Designated City of Dawson Special Event	
		Are you are registered non-profit group? <input type="checkbox"/> YES <input type="checkbox"/> NO Will food be served to the public at this event?* <input type="checkbox"/> YES <input type="checkbox"/> NO Will you be serving liquor at this event?* <input type="checkbox"/> YES <input type="checkbox"/> NO Name of person obtaining liquor licence if different than operator:	
<i>*refer to policies & regulations below for more information regarding permits.</i>			

Policies and Regulations

- Event Operators must submit completed City of Dawson Recreation Facility Rental Form at least 14 days in advance.
- Event operators must be at least 18 years of age.
- For special events & private functions all rental, equipment and deposit fees must be pre-paid. For programming events, the City may require advance payment or may invoice upon completion of program.
- Proof of general liability insurance must be provided *no later than 7 days prior to the event or commencement of program*. Policy must be in amount of no less than \$2,000,000, with "**The Town of the City of Dawson**" named as additional insured and including a cross-liability clause. For events serving alcohol, host liquor liability must be included.
- Event Operator must adhere to all Federal and Territorial legislation, City of Dawson bylaws, policies and regulations. Non-compliance may result in event cancellation or closure of event. Event Operator may also be prohibited from holding future events.
- If the event is cancelled, the Event Operator must provide 7 days' notice in writing. Failure to provide sufficient notice may incur full rental charge.
- The City of Dawson reserves the right to cancel and event up to and including the day of event, or anytime during the event for reasons of non-compliance and/or in the interest of public safety.
- No fees will be reduced or waived. Groups requesting financial assistance may make application to the Community Grants Fund or the Recreation Board Grants fund.
- Event Operators may be required to submit necessary permits and documents, including, but not limited to: *Environmental Health Permit, Liquor Licence, Temporary Street Closure Approval, Fire Inspection, Building Inspection, Safety Plan, Site and Layout Plan, Seating Plan, Security Plan*, or any other documents deemed necessary by the City.
- If Event Operator is serving alcohol at the event, a liquor permit must be obtained from the Yukon Liquor Commission. The YLC will require a letter of permission from the City of Dawson. All rental and deposit fees, proof and insurance, and any other requirements deemed appropriate by the City of Dawson must be submitted prior to issuance of letter of permission. Once all requirements are submitted, the letter will take 3-5 days to be issued.
- Cleaning during and after the event is the responsibility of the Event Operator. Daily maintenance and cleaning of multi-day events is the responsibility of the event operator. **Please refer to Facility Cleaning Inspection Checklist** for complete list of operator cleaning responsibilities. Failure to perform adequate site cleanup will result in partial or full loss of damage deposit.
- The Event Operator shall be solely responsible for any and all costs associated with turf and/or site restoration.
- The Event Operator must abide by City of Dawson No Smoking Bylaw # 02-11.

The City of Dawson reserves the right not to approve use or rental of City of Dawson property and facilities by operators, as per City of Dawson Property and Facility Rental Policy #06-08.

I, The Event Operator, have read, understand & agree to all the rental regulations and conditions as outlined above.

Signature of event operator

Date

Witness

Date

City of Dawson Representative

Date



THE CITY OF DAWSON



FACILITIES, PARKS & EQUIPMENT RENTAL & DEPOSIT FEES

Refer to City of Dawson Fees & Charges Bylaw #13-05 – Schedule A

The following is not an invoice. You will receive an invoice by mail. Fees to be paid at the City of Dawson Recreation Office.

Location		Rate/Unit	Quantity	# Units	Total
ART & MARGARET FRY RECREATION CENTRE					
	Arena Consession seating area	\$40.00/day or part thereof			
	Arena Ice rental per hour	\$120.00/hour or part thereof			
	Arena Ice rental per hour (youth 14-)	\$60.00/hour or part thereof			
	Arena Ice rental – tournament fees (Includes waste management fees)	\$1600.00/tournamnet			
	Arena ice rental – tournament fees daily	\$700/day or part thereof			
	Arena ice rental – tournament fees hourly (outside regular scheduled Arena hours)	\$55/hour or part thereof			
	Arena Kitchen (includes propane)	\$190.00/day or part thereof			
	Arena Kitchen (registered non-profit, includes propane)	\$120.00/day or part thereof			
	Arena Dry Floor (ice area, bathrooms)	\$600.00/day or part thereof			
	Arena Dry Floor (ice area, bathrooms) – registered non-profit	\$450.00/day or part thereof			
	Arena Change Room	\$50.00/day or part thereof			
MINTO PARK OR CROCUS BLUFF RECREATION SITES					
	Ball Diamond – <input type="checkbox"/> Minto <input type="checkbox"/> Crocus	\$130.00/day or part thereof			
	Ball Diamond – Programming <input type="checkbox"/> Minto <input type="checkbox"/> Crocus	\$16.00/hour			
	Ball Diamond – <input type="checkbox"/> Minto <input type="checkbox"/> Crocus (adult season)	\$910.00 per season			
	Ball Diamond (Non-profit) – <input type="checkbox"/> Minto <input type="checkbox"/> Crocus (adult season)	\$820.00 per season			
	Consession Building – <input type="checkbox"/> Minto	\$160.00/day or part thereof			
	Consession Building – <input type="checkbox"/> Crocus	\$120.00/day or part thereof			
	Consession – <input type="checkbox"/> Minto <input type="checkbox"/> Crocus (daycare camp fees)	\$1300.00 per season			
	Minto Programming Rate – <input type="checkbox"/> Kitchen <input type="checkbox"/> Program Room	\$16.00/ hour			
	Minto Program Room – Private event	\$45.00/first hour			
	Minto Program Room – Private event	\$16.00/additional hour			
	Minto – Kitchen	\$80.00/day or part thereof			
PARKS AND GREENSPACES					
	<input type="checkbox"/> Gazebo <input type="checkbox"/> Picnic Shelter	\$56.00/day or part thereof			
	<input type="checkbox"/> Gazebo <input type="checkbox"/> Picnic Shelter (Non-profit)	\$50.00/day or part thereof			
	<input type="checkbox"/> Victory Gardens <input type="checkbox"/> Canada 125 <input type="checkbox"/> Waterfront	\$56.00/day or part thereof			
	<input type="checkbox"/> Victory Gardens <input type="checkbox"/> Canada 125 <input type="checkbox"/> Waterfront (Non-profit)	\$50.00/day or part thereof			
SWIMMING POOL					
	Swimming Pool Rental – Under 25 swimmers	\$130.00/hour or part thereof			
	Swimming Pool Rental – Under 25 swimmers (registered non-profit rate)	\$117.00/hour or part thereof			
	Swimming Pool Additional Fee – 25+ swimmers	\$35.00/hour or part thereof			
Subtotal Rental					
GST (5%)					
TOTAL RENTAL					
CLEANING AND DAMAGE DEPOSIT					
<i>Deposit is GST exempt. Deposit must be paid prior to event. Please provide a separate deposit cheque that will be returned if all terms of the rental are met.</i>					
	Arena, Minto/Crocus Consessions Deposit	\$350.00			
	Parks & Greenspaces, Gazebo, Picnic Shelter	\$100.00			
TOTAL DEPOSIT					
The following forms must be submitted at least 7 days prior to the event.					
<input type="checkbox"/> liability insurance <input type="checkbox"/> liquor permit <input type="checkbox"/> food permit <input type="checkbox"/> site plan <input type="checkbox"/> security plan <input type="checkbox"/> fire inspection <input type="checkbox"/> other: _____					

For office use only:

Rental Fee: Date of Payment _____ Amount _____ M.O.P _____ chq # _____
 Deposit: Date of Payment _____ Amount _____ M.O.P _____ chq # _____ held
 Key # _____ Invoice # _____

Post-Event Inspection:

no damage damage (include explanation of damage) cleaning satisfactory cleaning unsatisfactory
 damage deposit returned (date) _____ damage deposit withheld (amount) _____