

Date Received:

Permit #

# Facility Permit Application

**Office Address:**

Arts, Culture & Recreation  
200 McIntyre St. E. North Bay, ON P1B 8V6

705-474-0400 x 2329

 fieldsandparks@northbay.ca

 Please remember to initial the Terms & Conditions

**Date:** \_\_\_\_\_

**Full Name :** \_\_\_\_\_ **# of people attending** \_\_\_\_\_

**Address :** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email :** \_\_\_\_\_

**Facilities Requested:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Annual Event:** Y  N  **Event Name:** \_\_\_\_\_

**Description of Event (be specific):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

 *If you are holding a Walk/Run event, be sure to have first aid responders along the route*

**Will your event include (check all that apply):**

- BBQ
- Sale of Food
- Bonfire
- Special Occasions Permit (alcohol)
- Fireworks
- Amplified Music
- Stage (Not supplied by City)
- Tents (Not supplied by City)
- Event Advertising Signs
- Road Closures

**Equipment and Services Required (additional fees +tax may apply)**

- Washrooms
- Hydro (extra cost) # of sets: \_\_\_\_\_
- 8 FT Barricades (Set of 10 \$67.48 + HST) # of sets: \_\_\_\_\_
- Garbage Cans (Set of 8 \$67.48 +HST)
- Wind Screens (Installed, Rotary Shelter Only \$67.48 +HST)

**Additional Requests:**

\_\_\_\_\_

\_\_\_\_\_



Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of booking municipal parks. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre St. E., North Bay (705) 474- 0626, Ext. 2510.

## **FACILITY PERMIT APPLICATION TERMS & CONDITIONS** (This Permit Is Issued Subject to the Following)

1. The Representative shall pay rent for the time specified at the approved rate, plus tax, if applicable. Cash, cheque, Interac or credit card will be accepted as payment. The Corporation of the City of North Bay HST number is 121745962. Rental fee, proof of all required permits, liability insurance (minimum \$5,000,000.00) naming **The Corporation of the City of North Bay** as an additional insured and compliance with the departmental guidelines must be submitted ten (10) days prior to the event. There will be a \$55.00 charge for NSF cheques.
2. The Representative shall indemnify and save harmless The Corporation of the City of North Bay from any damage, causes, causes, suit and claims which may arise by the virtue of the rental of the facility, whether such damages, causes, claims or suits are occasioned by the Representative or another person while the Representative has leased and is in control of the said facility. The Representative further covenants and agrees to pay any costs which may be incurred pursuant to or arising from any damages, causes suits or claims. Additional insurance coverage may be required naming The Corporation of the City of North Bay as an additional insured.
3. If the Representative wishes to cancel the rental, the Representative shall give **seven (7) days WRITTEN** notice. If the said notice is given, the rental for the facility on the cancelled day is not payable. Notice of cancellation shall be given as follows: for parks, buildings and athletic field facilities, to the Arts, Culture & Recreation, 705-474-0626 ext. 2329 or 2335 or by email to [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca)
4. If notice to cancel is not given in accordance with # 3 then the Representative will be responsible to pay for the rental. Future permits shall be suspended until such time as the money owed has been paid in full.
5. The Corporation of the City of North Bay reserves the right to cancel this permit should there be a breach of regulations or with 48 hours' notice as required. The City reserves the right to schedule or reschedule the use of any facility in such a manner as to ensure safe, maximum/efficient use of a facility, to allow maintenance work to be performed, or to accommodate other circumstances as deemed necessary. If the City cancels the rental, there shall be no rental charge payable.
6. The Corporation of the City of North Bay reserves the right to cancel a permit due to inclement weather. An alternative date will be offered, or a refund will be issued for fees paid. The permit holder may cancel the permit due to inclement weather. Cancellation of the permit must occur no more than 24 hours after the booking date. **TURF DAMAGE/REPAIR CHARGE AND/OR DEPOSIT** - A \$500.00 turf damage/repair charge will be levied to a league or individual who plays/uses a park or field during inclement weather or who plays/uses a park or field that shows signs of saturation or puddling. A deposit may be required should a group or individual have the use of any turf area, subject to the discretion of the Parks Supervisor.
7. Facilities may be booked by a representative eighteen (18) years or older. The Representative shall be responsible for the conduct and supervision of all persons attending the event and shall ensure that all the regulations contained in this permit are observed. Vandalism, littering, abusive language, smoking and the use of alcohol without a license shall be deemed as just cause to cancel the permit or reject future permit applications. The Representative assumes full responsibility for all damages, causes, suits or claims. Activities must be restricted to the room/field that is permitted. Access to other areas is not allowed. Smoking is not permitted in any part of the facility other than in such areas, if any, the City may designate.

8. The use or sale of alcohol requires a Special Occasion Permit and compliance with all Alcohol & Gaming Commission of Ontario (AGCO) regulations, as well as the City of North Bay Municipal Alcohol Policy (MAP). According to the MAP, all outdoor licensed areas must be fenced in. A \$30.00 key deposit is required for access to snow fencing and the installation machine. Contact the Lee Park office, 705-472-3932 to arrange pick-up of installation machine.
9. The Representative agrees to abide by the City's Park Bylaw #35-96-as amended and all rules and regulations of the facility in effect at the time of the rental.
10. Whenever and to the extent that the City shall be unable to fulfill or shall be delayed or restricted in fulfilling any obligation hereunder by any cause beyond its control, including acts of God, or public enemy, acts of the Government, either of its sovereign or contractual capacity, strikes, fires or floods, the City shall be released from the fulfillment of such obligation during the period it shall so be delayed or restricted in fulfilling such obligation.
11. All exits shall be always kept free from obstruction during the representative's occupancy of the facility.
12. The representative shall be responsible for vacating, returning to the original condition and the removal of all rented or privately owned property, alcohol or personal effects by the specified permit end time unless prior written arrangements have been made with the Arts, Culture & Recreation department.
13. If tents are to be erected in designated park areas, **locates are to be arranged** - contact Lee Park Office at 705-472-3932. Failure to make arrangements for locates will result in cancellation of the permit. A Building Permit may be required, depending on the size of the tent. Contact the Building Department at 705-474-0626, ext. 2415 for details.
14. Any league and/or individual who temporarily remove soccer nets must ensure they are returned to their original, secure location after each occurrence. Failure to comply will result in a charge of \$50.00 to the appropriate leagues and/or individual's account with the City of North Bay.
15. The City requires that all community groups using the facilities make use of all protective equipment ordinarily used in the activity which is being carried out.
16. The representative acknowledges receiving a copy of "Propane Barbeque Safety Tips" and has read and understands it.
17. Organizers of walk, blade, bike or running events are required to provide safety marshals (wearing safety vests) along the route. These marshals will warn pedestrians about on-coming traffic and assist with crossings at roadways.
18. Pursuant to the User Fee By-law No. 2015-023, and any successor by-law thereto, all outstanding accounts receivable balances will be subject to interest charges. Interest will be applied to all invoices 31 days old or greater on the first day past due.
19. The permit holder is responsible for garbage pick -up and disposal at the end of their rental.
20. Permit Holder is responsible to comply with accessibility standards under the Accessibility for Ontarians with Disabilities Act (AODA).

21. Upon approval of the City, special event advertising signs are permitted subject to the following guidelines:

1. Location:

(a) Signs are permitted only in the location authorized through this facility permit.

(b) No person shall place or permit to be placed an event advertising signs that:

- i. is illuminated, has flashing lights, or rotating parts;
- ii. is located within 2.0 metres of the Travelled Roadway or within a Sight Triangle;
- iii. is located on a utility pole;
- iv. obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flue, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;
- v. impedes, hinders or prevents parking of vehicles on private lands;
- vi. impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;
- vii. interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals; or
- viii. impedes or obstructs City maintenance operations.

2. Maximum size:

(a) 0.5 square meters (6 square feet)

3. Duration:

(a) Event advertising signs are permitted to be placed for a maximum of four (4) days in advance of the event and must be removed within one (1) day of the event ending.

4. No other signs, including Mobile Signs, are permitted unless approved by the City's. Please contact the planning department at 705-474-0400 ext. 2414.

22. If your primary purpose for requesting this facility is filming activity, please submit this form to: [filming@northbay.ca](mailto:filming@northbay.ca)

23. The Representative shall not photograph, film, or identify any third-party signage, vehicle, license plate, serial number, license number, logos, slogans, the Premises, the City's name, address, logo, trademark, or any other similar identification, personal property, furniture, fixtures, or any individual, and shall not bring any animals, birds, illegal substances, firearms (real or prop), explosives, pyrotechnics, onto the facility, or film any scenes including any violence, profanity, vulgar, obscene or lewd conduct, nudity or explicit sexuality unless written consent is obtained from the relevant third party or the City.

X \_\_\_\_\_ Initials of representative(s)