



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
APPLICATION FOR USE OF FACILITY**

**76 Morison Drive, Windsor-West Hants Industrial Park
P.O. Box 3000, Windsor, Nova Scotia, B0N 2T0**

SPACE IS CONFIRMED ONCE THIS APPLICATION HAS BEEN PROCESSED AND YOU HAVE A SIGNED CONTRACT.

Facility: _____

Organization: _____

Applicant's Name: _____

Position with Organization: _____

Address: _____

Contact Number/e-mail: _____

Alternate Contact: _____

Contact Number/email Address: _____

Facility	Activity	Start & Finish Time	Start Date	Finish Date

NOTE: The organization is responsible for set up/take down/clean-up of facility/equipment used unless otherwise stated. (For all facilities except Ste. Croix Recreation Site field equipment)

Other Information: _____

Will your event be preparing food to serve to the public? If yes, please note that the Department of Environment requires a Temporary Event Food Permit to be obtained. <http://novascotia.ca/nse/food-protection/retailers.asp>

If you will be serving food to the public please forward a copy of your Temporary Event Food Permit issued by the Department of Environment.

Will you be charging admission or registration fee for this activity? Yes or No

Purpose for which premises will be used: _____

of participants _____ # of supervisors _____

Liability

Does your group have insurance? Yes or No

A copy of your organizations insurance policy naming the Municipality as additional insured must be submitted with this application.

By signing this application, you or your organization acknowledges that use the facility is at its your own risk and you or your organization covenants to hold the Municipality of the District of West Hants harmless from all and any legal liability for loss, cost of

damages resulting from bodily injury to, and including the death of, any person or persons, or from damage to the facility or property of others. The cost of repairs arising out of the misuse or willful damage of the facilities or equipment shall be assessed and paid for by the party authorized to use the facility where such misuse or willful damage occurs.

Rules for Use & Care

Any violation of the rules below can lead to a group's/individual's dismissal from current and future usage of the facility.

The Municipality of the District of West Hants reserves the right to stop a group's further use of the facilities if there are repeated or any violation of the rules.

Contact Person

All groups/individuals must designate a contact person who will be responsible for implementing and overseeing the rules regarding use and care of the facility as well as the payment of fees and/or deposits should they be required.

Fire Safety Regulations

All fire safety guidelines must be observed. No candles or other open flames are permitted in municipal buildings. All fire exits are to be kept clear. The group contact person(s), or group leader(s), should make the fire extinguisher locations known to the whole group, and on any occasion in which a fire extinguisher is used, the contact must report that use to the Municipality.

If an accident does occur, the group must complete an Accident Report Form and return to West Hants Parks & Recreation Department. Groups are accountable for and will be charged for damages incurred.

General Provisions

The Municipality of the District of West Hants assumes no responsibility for property left in the facility or on the facility grounds or for items that are lost or stolen.

Groups using the facility shall assume responsibility for participants during their use of the facility.

No alcohol or illegal drugs/narcotics are permitted on the premises.

FOR MORE INFORMATION, GROUPS CAN CONTACT THE WEST HANTS PARKS & RECREATION DEPARTMENT AT 902-798-6938.

If the facility is to be used for a special event where alcohol will be served the applicant will be required to complete the Special Event permit application and obtain permission from the Municipality.

I acknowledge that this application is only a request. Bookings/Rentals are not confirmed until the contract is signed and all supporting documents (if required) are provided. I further acknowledge that a rental fee may be applied. Please contact the Parks & Recreation Department to determine if there is a facility use fee.

Signed by Applicant: _____ **Date:** _____

OFFICE USE ONLY

Approved by: _____ **Date:** _____

Organization has been notified Yes or No. Contacted by: _____