



**POLICY NO.
MUNICIPAL TENT RENTAL POLICY**

1. PURPOSE

- 1.1.** This policy defines the role of administrating the tent owned by the Municipality of the District of Barrington (The Municipality), as it pertains to the rental and use of the tent and associated equipment, as defined in Schedule “A”.

2. RULES AND RESPONSIBILITIES

- 2.1.** The Municipality shall be the proprietor of the tent and equipment, referred to as the “tent” for the remainder of this document.
- 2.2.** The tent will be erected on Sherose Island and be moved from this location for municipal events and purposes only. (No off-site rentals)
- 2.3.** Tent rentals shall be booked through the Recreation Department. The department will maintain a tent rental schedule and rentals shall be on a first come first served basis, with the exception of the Municipality having first right to use the tent for municipal purposes, should the need arise. ***In these circumstances, the Municipality will be required to give the renter 7 days notice.***
- 2.4.** The tent season shall start on May 1st and end on October 31st, of each year.
- 2.5.** The Municipality and the renter shall enter into a signed agreement for the tent rental prior to possession being given to the renter. ***The rental agreement shall include a signed acknowledgement that the renter has read the “Tent Rental Policy”.***
- 2.6.** All garbage shall be removed from the site immediately following the event.

3. RENTAL TERMS

- 3.1.** A \$500.00 refundable damage deposit is required to secure a rental date request which will be refunded within ten (10) days after the event and upon inspection of the tent and grounds to ensure compliance with the rental agreement. A full refund of the deposit shall

be given, if a cancellation request is received fourteen (14) days prior to the rental date.

- 3.2. Full rental payment will be due two (2) working days prior to the rental date.
- 3.3. Two (2) weeks prior to the rental, a floor plan must be submitted to the Fire Inspector's office at the Municipal Administrative Centre for approval. All fees to acquire licenses or permits shall be the responsibility of the renter.
- 3.4. Daily Rental Rates:
 - Not-for-Profit Organization – \$100.00 plus damage deposit.
 - Private rental (wedding, etc.) - \$500.00 plus damage deposit.
 - Business rental - \$1,000.00 plus damage deposit.
- 3.5. Event organizers will be permitted to use the Sherose Island Ballfield washroom for their event. Any additional requirements for washroom facilities shall be the sole responsibility of the organizer. Placement of portable toilets on municipal property must be coordinated with the Director of Property Services, with arrangements for same to be removed as soon after the completion of the event as possible.
- 3.6. Unless otherwise agreed to in writing by the Municipality, renter shall carry insurance with a minimum of Two Million Dollars (\$2,000,000.) of public liability insurance coverage and provide the Municipality with a Certificate of Insurance naming the "Municipality of the District of Barrington" as an "Additional Insured".

4. TENT DISMANTLING

- 4.1. The Municipality reserves the right to request dismantling of the tent, if circumstances warrant. An example of this would be an extreme weather event with winds in excess of 75 km/h.

SCHEDULE "A"

The tent consists:

- (1) 20' X 40' White Conventional Pole Tent and includes the following:
- (6) Walls, 8' X 20' French Window Rod Tension
- (1) Lift Tool
- (12) Stakes
- (1) Portable Exit Light
- (1) Fire Extinguisher (5 lb abc dry chemical extinguisher)