



TOWN HALL

6311 Old Church Road, Caledon, ON L7C 1J6

905.584.2272 | 1.888.CALEDON | FAX 905.584.4325 | www.caledon.ca

2008 Weekend and Event Park Rentals

Dear Caledon Park Users,

Attached are park request forms and rental rate information for the 2008 season. Please review the regulations for use and the booking requirements. Any organized use of outdoor facilities (games, practices and clinics, company, community, club or family events) requires a permit. Events with 200 people or more are considered large events and will incur extra fees.

Rental requirements:

- **Payment in advance** (cash, check, debit, VISA/Mastercard accepted). If your event is cancelled due to inclement weather: picnic or sports field rental fees will be refunded if notice of the cancellation is given immediately after the event weekend; and we can verify that no use has occurred. You will be charged for amenities & set-up. To avoid all fees, cancellation must be received by noon on the Thursday prior to the event weekend.
- **Proof of insurance** - a certificate with the Town of Caledon named as an additional insured. We can provide info for PAL and All Sport insurance for single-event coverage if needed (including ball tournaments and fundraisers). All Sport can be arranged for through the Town offices and added to your rental contract, while you would deal with PAL directly. Organizations & businesses with their own insurance can have the rental covered on that policy, and in some instances a rental can be covered by a home-owner's policy.
- **Keys for washrooms** must be picked up at the Town Hall. A **\$25 cash/debit deposit** is required. Keys must be returned within the week following your event.
- **Alcohol consumption or sale requires a permit** from the Alcohol & Gaming Commission, and you must request a Beer Garden set-up at the park.
- **Amenities:** There are charges for items such as extra picnic tables (7-8 are included w/your rental) and beer gardens. Event set-up is required for multi-day, weekend sport, and any large-scale event, and covers the cost for staff to prepare the park for your use. Picnic rentals include set-up in the price, up to a maximum of 200 people. Amenities are noted on your contract.

Outdoor Facility Season Dates:
Baseball: May 5 – Sept. 30

Passive Parks/Picnics: May 1 – Thanksgiving
Soccer/Rugby: May 12 – Sept. 8

The Parks Supervisor must approve any use outside of the regular season. Contact my office if you have any questions.

Yours truly,

Jan Smith-Bull
Parks Service Facilitator
Ext. 4248, e-mail: jan.smith-bull@caledon.ca

Town of Caledon - Sports Fields Rental Rates - 2008 Season

GST will be added to all fees

Rental Periods

	Mon-Thur	Fri	Sat	Sun	
morning	9 - 12 am	9 - 12 am	9 - 12 am	9 - 12 am	Non-Prime
early afternoon	12 - 3 pm	12 - 3 pm	12 - 3 pm	12 - 3 pm	Prime
late afternoon	3 - 6 pm	3 - 6 pm	3 - 6 pm	3 - 6 pm	Weekend
Unlit eve	6 - 8:30 pm	6 - 8:30 pm	6 - 8:30 pm	6 - 8:30 pm	
Lit eve	8:30 - 11 pm	8:30 - 11 pm	8:30 - 11 pm	8:30 - 11 pm	

****additional fees for lights and amenities

Resident Rate

		100%	25%	50%
	Class**	Prime Rate	Weekend Rate (25% off)	Non-Prime Rate (50% off)
Soccer*	A	\$ 40.10	\$ 30.08	\$ 20.05
	B	\$ 33.42	\$ 25.07	\$ 16.71
	<i>schools -></i> C	\$ 11.14	\$ 8.36	\$ 5.57
Baseball	A	\$ 44.56	\$ 33.42	\$ 22.28
	B	\$ 38.99	\$ 29.24	\$ 19.50
	<i>schools/Tball</i> C	\$ 14.48	\$ 10.86	\$ 7.24

Non - Resident Rate (30% surcharge)

30%	Class**	Prime Rate	Weekend Rate	Non-Prime Rate
Soccer*	A	\$ 52.13	\$ 39.10	\$ 26.07
	B	\$ 43.45	\$ 32.58	\$ 21.72
	<i>schools -></i> C	\$ 14.48	\$ 10.86	\$ 7.24
Baseball	A	\$ 57.93	\$ 43.45	\$ 28.96
	B	\$ 50.69	\$ 38.02	\$ 25.34
	<i>schools/Tball</i> C	\$ 18.82	\$ 14.12	\$ 9.41

To qualify for Resident rates, a group must demonstrate that 50% or more of the participants are Caledon residents.

Youth Sports Affiliate Rate*** (30% subsidy)

30%	Class**	Prime Rate	Weekend Rate	Non-Prime Rate
Soccer*	A	\$ 28.07	\$ 21.06	\$ 14.04
	B	\$ 23.39	\$ 17.55	\$ 11.70
	<i>schools -></i> C	\$ 7.80	\$ 5.85	\$ 3.90
Baseball	A	\$ 31.19	\$ 23.39	\$ 15.60
	B	\$ 27.29	\$ 20.47	\$ 13.65
	<i>schools/Tball</i> C	\$ 10.14	\$ 7.60	\$ 5.07

*prorate 50% for mini and 75% for micro soccer fields.

Grading criteria: **A= high quality field, adequate parking, washrooms

B = some limitations (no washroom, portalets only, limited parking, lesser quality field)

C= school field (minimal maintenance, often lower quality) and t-ball diamonds

***Per affiliation criteria

****Fees for lights will increase as per annual increase in Hydro rates.

Caledon Parks: Fees for Amenities & Picnics - 2008

GST will be added to all fees

Amenity fees recover staff & equipment time for the requested service.

Park Amenity	Quantity	Fee	Misc.
Barricades	10 per load, w/other services	\$34	Delivered to site
	barricades only - load of 10	\$106	
Beer Gardens	Temp. fencing to enclose area as per liquor license	\$200	Parks staff sets up & takes down
Picnic Tables	7 per trailer load	\$106	Delivered to site. 7 tables are included with each park rental. Addit. tables are only per trailer load.
Use of Washrooms only	Limited availability, portion of picnic fee charged per day	\$27	Primarily for Caledon Fairgrounds site
Portalets	Per unit	Reg. - \$121, Deluxe - \$182	Deluxe includes accessible or flush w/sink
Insurance - AllSport	per event or season use	Variable	All rentals require insurance, via your own (company, organization, etc.) or can be purchased from AllSport & included on rental contracts.
Lights	fee per hour	Baseball \$14.49/hr Soccer \$18.11/hr	Light fees applied to use after 8:30 p.m., May 1 - Aug. 31. After 8 p.m. from Sept. 1 to season end.
Event Set-up	For tournaments, sports & some special events	\$95 - 1st day, \$72 - addit. day (Friday p.m. included in 1st day)	Fee will be increased for large events as needed
Event Support - Hourly	Parks staff to tend washrooms, garbage and other site needs during an event.	\$70	Available for all events. Must be booked at least 2 weeks in advance.
*Event set-up is not optional for weekend sport or large events, and includes extra mowing (if needed), preparation of sports fields, washrooms and picnic areas, and extra supplies.			

*Picnics				
Resident		Non-Resident		Wedding Photos
1/2 Day (4 hrs or less)	\$ 68.00	Full Day	\$140.00	1/2 day picnic rental plus insurance \$90
Full Day (over 4 hrs)	\$ 111.00			With own insurance \$65

***Picnic Rentals** are for family/company/club events and do not include sport tournaments or sport association events. *Large events (over 200 people) are subject to additional fees.*

- 1) **Includes** use of shelter, washrooms, playgrounds, open areas.
- 2) **Use of sports fields** is allowed with picnic rentals when available, and may incur additional cost, depending on the size of the event and whether the fields must be groomed for this use.
- 3) **Half-day rentals** are allowed only in select circumstances (ex: wedding photos).

Any rental must involve at least 50% Caledon residents and be booked by a resident to qualify for resident rates.

A \$25 cash deposit is required for any park keys (washrooms, etc.) - returned on key return.

Please observe our rain-out requirements for sports fields:

A field is deemed unusable if there is visible pooling of water on the surface, or if water sponges around your feet when walking on the field/diamond.



Recreation & Property Services
6311 Old Church Rd. Box 1000
Caledon East, ON L7C 1J6
(905) 584-2272 Fax: (905) 584-4325

**OUTDOOR FACILITY
TERMS &
CONDITIONS**

- 1. The contract is not valid unless approved by the Town of Caledon and signed by both the applicant and Recreation & Property Services (representative).**
- 2. The contract is not valid unless the applicable rental fees, if any, have been paid to the Town of Caledon in advance of a (one-time or short-term) rental or payment arrangements have been made for a (season) rental.**
- 3. The contract is valid only for the facility, dates, times and purpose specified herein, and may not be altered or amended without written authorization from the Town of Caledon.**
- 4. The Town of Caledon reserves the right to cancel a contract, should staff deem the facility unplayable or unusable for any reason.**
- 5. The applicant must contact Peel Health at 905-799-7700, for applicable regulations relating to the preparation, sale and serving of food at the event.**
- 6. The applicant is responsible to turn the sports field lights off as soon as play has ended for the night.**
- 7. The applicant must notify the Town of Caledon at least 30 days in advance to cancel the contract, or any date in the contract, in order for the Town to accommodate other rental requests.**
- 8. The applicant must notify the Town of Caledon of rainouts, and cancellations due to forfeit or other unforeseeable reasons, on the first working day following a weekend event rental, or once each (rental) month for season rentals, if a refund or fee cancellation is desired.**
- 9. The applicant (group or individual) is responsible for the conduct and supervision of all persons using the facility under the authority of this permit, and for ensuring that all abide by these regulations.**
- 10. The sale and/or consumption of alcoholic beverages is prohibited at all outdoor facilities owned by the Town of Caledon or by the Peel Board of Education, unless the appropriate license has been obtained.**
- 11. Vandalism, littering or abusive language shall be deemed just cause for the cancellation of a seasonal/ repeat permit.**
- 12. The Town of Caledon reserves the right to have police officers present at the activity or event with respect to which this contract is issued. If the Town of Caledon exercises this right, the applicant will be notified in advance of the activity and shall be required to pay the expenses of having officers present.**
- 13. The Town of Caledon reserves the right to cancel this permit in the event that the applicant or any persons using the facility under the authority of this permit contravenes any of these regulations, or in the event that the facility is not being used for the purpose specified.**
- 14. The applicant is responsible for any damage, destruction or loss to any property of the Town of Caledon, the Peel Board of Education and the Dufferin Peel Separate School Board arising from the use of the facility by the applicant or any other person under the authority of this permit.**
- 15. The Town of Caledon is not responsible for destruction, loss or damage to any property of the applicant or any other person using the facility under the authority of this permit.**
- 16. The Town of Caledon is not responsible for any injury to or death of the applicant or any person using the facility under the authority of this permit.**
- 17. In the event of an after-hours emergency at the park, contact 1-800-563-7881.**



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 Caledon East, L7C 1J6
 www.caledon.ca

For Information Contact :
 Jan Smith-Bull, Parks Service Facilitator
 jan.smith-bull@caledon.ca
 Phone: 905-584-2272 Extension: 4248
 Fax: 905-584-4325

Park Permit Request – Please complete ALL sections

SECTION A – APPLICANT INFORMATION (Please Print)

Organization Name: _____
Contact Person: _____
Full Mailing Address: _____
[You MUST include your Postal Code] _____ **Postal Code:** _____
Phone Number: (H) _____ **(W)** _____
(Fax) _____ **E-mail:** _____
Sports groups, non-profit organizations and businesses must provide an insurance certificate with the Town of Caledon named as an additional insured. (Please check with the office re: family events)

SECTION B – PARK INFORMATION

Name of Park Requested (if known): _____
 What needed (ball diamonds, soccer fields, picnic shelter, washrooms, etc.): _____

SECTION C – PERMIT INFORMATION

Purpose of Request/Event Name: _____
 Approximate number of participants expected: _____

Day(s)	Date(s) Date From - To You MUST specify what dates are needed	Timeslots (see rate schedule) For sport field use only				G = Game/Practice P = Picnic T = Tournament SE = Special event
		Mon-Thurs	Friday	Saturday	Sunday	
MONDAY	—	9-12 am 12-3 pm 3-6 pm 6-8:30 pm 8:30-11 pm	9-12 am 12-3 pm 3-6 pm 6-8:30 pm 8:30-11 pm	9-12 am 12-3 pm 3-6 pm 6-8:30 pm 8:30-11 pm	9-12 am 12-3 pm 3-6 pm 6-8:30 pm 8:30-11 pm	
TUESDAY	—					
WEDNESDAY	—					
THURSDAY	—					
FRIDAY	—					
SATURDAY	—					
SUNDAY	—					

Amenities Rentals: all items delivered to site (see rate sheet for additional information) - GST will be added.
Additional Picnic Tables (8 included with permit) - \$106 per trailer load/7 tables – # loads needed = _____
Beer Garden - \$200 for set-up of temp. fencing as liquor license requires – staff sets up. Check if needed:
Barricades – \$34 per load of 10 – # loads needed = _____
Portalets – \$121 per reg. or \$182 per deluxe unit (Chantlers Portables) - # units and type needed = _____
Event Set-Up – for tournaments & events, includes washroom maintenance/supplies & garbage removal -
 \$95-1st day (includes Friday evening), \$72 additional day (fee will be increased for large events)
Hourly Support is also available for large events—park staff to tend washrooms/garbage during the event. **\$70/hr**
Sport Field Lights – charged per hr (fee to be set by May 1st), user MUST turn lights off after use or additional fee will be charged
A \$25 cash deposit is required for keys (to washrooms, gates, lights) and is refunded when the keys are returned.

User will be issued a permit upon submission of this request & entry of data.
 A signed copy of the permit MUST be returned to the Town office prior to event date.