



City of Kenora Park Rental Permit

Organization Information

Name of Group/Organization or Individual _____

Contact Person _____

Contact Phone Number _____

Contact Email Address _____

Mailing Address _____

Event Information

Name of Event _____

Description of Event _____

Requested Location _____

Date(s) of Event _____

Event Times _____

Expected Number of People Attending _____

Special Requests _____

Is food being served? _____ Is alcohol being served? _____
(If yes, please refer to the terms and conditions and Appendix A.)

Caterer/Contractor (In Charge of Site) – Name _____

Caterer/Contractor – Contact Information _____

Rate Schedule (+ HST)

Youth Group	\$ 50.00 per day (Includes schools & youth organizations) (\$56.50)
Private Gathering	100.00 per day (Includes family groups – fewer than 50 people) (\$113.00)
Special Event:	200.00 per day (Includes all groups over 50 people) (\$226.00)
Community Event:	No charge (Must be free admission)
Municipal Event:	No charge (Must be municipally coordinated event)
Please Note:	Tent and Equipment Charges Extra

Amount Due _____

Date Paid _____ Amount Paid _____ Cash/Cheque _____

Collection of Information Notice:

Personal Information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of rental parks.
Questions about this collection should be directed to: The Freedom of Information and Privacy Coordinator, City of Kenora,
One Main Street South, Kenora, ON, P9N 3X2, (807)-467-2295.

General Terms & Conditions

Park Rental Permit

1. Obtain Comprehensive General Liability Insurance in an amount not less than \$5,000,000.00 inclusive, adding the City of Kenora as additional insured with respect to this event. Events approved to serve alcohol must include host Liquor Liability Insurance. A Certificate of Insurance must be presented a minimum of ten (10) days prior to the event. Certain Events may qualify for some reduction in the amount of required insurance coverage. Please inquire.
2. Submit all applications to the applicable Agencies (Special Occasion Permits require 30 days and may require proof of Council approval through resolution which requires an additional 30 days notice). See Appendix A.
3. The Municipal Alcohol Policy and the Noise Bylaw must be adhered to. Copies can be obtained from the appropriate rental contact person. See Appendix A.
4. Areas rented must be kept clean. All debris must be picked up, bagged and placed in designated disposal bins or receptacles.
5. Parking lots:
 - Vehicles must adhere to parking signs and park in an orderly manner;
 - Users must familiarize themselves with emergency access route and ensure access is not hindered.
6. Only the green space can be rented. All Beaches are open to the general public.
7. Roping off a designated area will be the user's responsibility with approval from the Park Rental Contact person for that specific park.
8. The Users acknowledges and understand that all designated beaches are **unsupervised!**
9. Wharf/Dock Rentals shall include only the approved section of the wharf/dock structure by the Parks Supervisor. Access to boat rental slips must be allowed at all times.

The lessee hereby agrees to indemnity to save harmless the City of Kenora, its servants or agents, against any and all liability, loss damages, costs and expenses which it may hereafter incur, suffer or be required to pay by reason of the use of the City of Kenora property by the lessee. Without limiting the generality of the foregoing, the lessee hereby agrees to indemnity and save harmless the City of Kenora against all claims arising out of infringement of royalty rights, copyright, performing rights charges, slander or libel which may occur as a result of a public performance or speeches.

The lessee has read and understands the conditions, which form part of this application.

Further, where an individual is acting on behalf of the group/organization named in this application, she/he certifies that he/she has the authority to act on behalf of said group/organization.

Authorization Signatures

Group/Organization or individual

Date

City of Kenora Representative

Date

Appendix A

Agency Approvals – Contact Information

X	Agency	Contact	Details
	Alcohol & Gaming Commission of Ontario	L.C.B.O. Store 807- 468-8022	Special Occasion Permits or Caterer's Endorsement
	City of Kenora Mayor & Council	City Clerk 807-467-2295	Resolutions – Letter of Approval (alcohol, smoking, noise etc.)
	Licensing	Licensing 807-467-2000	Business Licences
	O.P.P.	807-548-5534	Letter of Approval
	Kenora Fire Department	807-467-2107	Letter of Approval
	Northwestern Health Unit	Health Officer 807-468-3147	Food Services Permit
X	Rental Contacts		
	Parks Rentals	Casey Pyykka 807-467-2987 cpyykka@kenora.ca	Beatty Park, Keewatin Central Park, Keewatin Beach, Winnipeg River Park, Portage Bay Rec. Area, Norman Beach and Park, Memorial Park, Blue Heron Park, Enchanted Memory Park, Millennium Park, Kenora Central Park, Coney Island, Garrow Park, Co-op Park, J. M. Lookout, Jack Robinson Park, Mcleod Park and Greenbelt, docks and wharfs.
	Jarnel Contracting Pavilion Harbourfront	Special Events Coordinator Tourism Department 807-467-4637	Small Events – under 100 Medium Events - +100 Large Events – 1,500 – 2,000 attendees
	Ballfield Rentals for baseball rentals only and Moncrief Construction Sports Centre Grounds	Casey Pyykka 807-467-2987	Moncrief Construction Sports Centre, Portage Bay Ball fields , Millennium Park, Co-op Ballfields, Kenora Central Ballfields
	Campground	Operator 807-467-2700	Anicinabe Park Campground