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**Municipality of Dysart et al**  
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## AGREEMENT FOR THE USE OF MUNICIPAL PARKS/PROPERTY

A parks use agreement is required when your group is larger than 15 people and/or you would like to reserve any area of the park for your exclusive use.

**User Information:**

Group/Event Name (to be defined as User): \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Contact # 1: Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

Contact # 2: Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

Has Group/Event used Municipal park(s) or property in previous two (2) years? :  Yes  No

If so, what was the name of Group/Event:  Same as above  Other: \_\_\_\_\_

**Park/Property Area(s) Requested for Use. Check all that apply:**

Head Lake Park       Head Lake Docks       Head Lake Parking Lot

Band Shell       Band Shell Screens       Dysart Ball Diamond

Glebe Park

Other Park (specify): \_\_\_\_\_

Streets (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

**Event Times (including set up, teardown, and cleanup). User must provide the Municipality with an Event Schedule prior to event:**  Completed

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

End Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

**Other Equipment/Supplies being used (responsibility of the User). Must provide the Municipality with a map indicating all locations prior to event:**  Completed

- Fencing
- Stakes being driven into ground
- Portable Toilets (provide location on map) – NOT to be placed close to water (*If you are planning a multi-day event or expect large volumes of people it is your responsibility to rent portable toilets*)
- Other (specify): \_\_\_\_\_

**For use in Head Lake Park and Glebe Park the Municipality will provide on loan (if available) the following items, if requested in advance:**

- Requesting Recycling Containers # \_\_\_\_\_
- Requesting Garbage Containers # \_\_\_\_\_
- Requesting Folding Tables (fee \$5.00 per table) # \_\_\_\_\_
- Requesting Chairs (fee \$1.00 per chair) # \_\_\_\_\_
- Requesting Accessible Toilets (fee \$150.00 per) # \_\_\_\_\_  
(up to 3 accessible toilets may be available for rent directly from the Municipality)

**\*It is the responsibility of the User to pick-up the additional requested items during regular business hours and return to place of pick-up on the first business day following the end of event.**

- A map of Head Lake Park and Glebe Park is attached. There is no hydro available at Glebe Park. The Head Lake Park map provides the locations of electrical supply. A key for the use of electrical must be **picked up** at the Municipal office **during regular business hours, at least 1 (one) day prior to event start**, by one of the Contact's listed above.

## Electrical Panels within Head Lake Park

There are five electrical panels within Head Lake Park; locations are listed below:

1. Beside the Public Boat Launch
2. Main panel at entrance to the park (which also has the key hanging inside to open the electrical panel located near the end of the playground area)
3. Electrical panel located close to the end playground Area
4. Electrical Panel located by the Band Shell Area
5. Inside the Band Shell there are some outlets and an electrical cord that can be shoved out of access door located in front wall of the Band Shell.

All the electrical panels can be opened with the same key other than the Band Shell it requires a separate key which can be picked up at main office (135 Maple Ave.). The electrical panel by the fountain is **not for public use** it is used to control the sprinkler system and the fountain.

### Type of vehicles using the park/property:

- Personal       Delivery Truck       Tractor Trailer
- Other: \_\_\_\_\_

## Barbeques and fires

The only type of barbeque that is permitted for use in our parks is a propane barbeque.

Open fires are **NOT** allowed in our parks unless authorized by the Director of Parks and Recreation. Charcoal barbeques are considered an open fire.

## Toilets Facilities

- Public toilets must be provided by the event organizer based on anticipated peak attendance at any one time
- This estimate can be based on previous year's attendance and experience.
- The number of toilet facilities should be in accordance with the information on the next page. A minimum of one handicap-equipped toilet facility must be provided, with at least one additional handicap-equipped toilet for every 10 regular toilets required.
- Event organizers should always have a contingency plan in place in the event that attendance exceeds the anticipated numbers and additional toilets are needed on short notice.

- Toilet stations should be placed in strategic locations that are easily accessible to people in all areas as well as easily accessible for servicing and maintenance during the event. The minimum distance from the water that your portables can be set up is 100 feet. Please indicate on the Map where you intend to have the portables set up.
- A maintenance schedule should be set up to monitor and empty garbage receptacles.

### Portable Toilet Requirements

The following are the recommended minimum numbers of toilet facilities for an event that will last longer than 3 hours and/or where food and beverages are available.

The number of toilets needed can be reduced by 25% for events that are less than 3 hours in duration.

ATTENDANCE	TOILETS
1 – 50	2
51 – 300	4
300-500	5
501 - 400	6
401 – 700	7
701 – 1000	8

More than 1000 - One additional toilet for every 100 at the function lasting 3 hours or more

NOTE: this number includes both permanent and temporary/portable toilets.

Since the portable toilets are a rental unit it is the **organizers responsibility** to ensure these units are clean and well stocked. Assigning someone to monitor these units is strongly recommended and the following supplies should be on hand: bathroom tissue, **disinfectant cleaner**, paper towels and disposable gloves.

If you require the public privies to remain open outside of normal business hours to support your event, please designate someone to monitor these facilities as well.

**# of portable toilets requested from Dysart** \_\_\_\_\_

**# of portable toilets ordered from private contractor** \_\_\_\_\_

**Date of delivery for portable toilets** \_\_\_\_\_

**Pick-up date of portable toilets** \_\_\_\_\_

**Municipal Requirements of the User:**

- Prior to event date provide *proof of liability insurance* to insure against loss or damage resulting from bodily injury, death or damage to property, with a *minimum coverage of two million dollars (\$2,000,000)*, with the Municipality of Dysart et al added as an additional insured party
- Provide copy of Liquor License (if required)
- Provide copy of Health Unit approvals (if required)
- \$250.00 Security Deposit** is required at time of reservation if the event requires use of the property/park for erecting tents or other outdoor buildings, tables, electrical service, benches, picnic folding tables, chairs, portable toilets, fencing and/or entry/exit by vehicle to ensure damage has not occurred to the sod, sprinklers, benches, etc. and that garbage cleanup has been completed. Deposit will be returned upon Municipal inspection after the event.
- It is the responsibility of the User to **pick-up** the additional requested items (recycling and/or garbage containers, folding tables and chairs for Head Lake Park and Glebe Park only) during regular business hours and return to place of pick-up on the first business day following the end of event.
- I have read and understood the section about portable toilets.
- A map of Head Lake Park and Glebe Park is attached. There is no hydro available in Glebe Park. The Head Lake Park map provides the locations of electrical supply. A key for use of electrical must be **picked up** at the Municipal office **during regular business hours, at least 1 (one) day prior to event start**, by one of the Contact's listed above.

- It is the Users responsibility to remove garbage to Haliburton Landfill
- **Please be aware that there is a sprinkler system in Head Lake Park. The park maintenance contractor will mark all water lines with turf marking paint the week prior to the event. Vehicles should be aware of this line and no stakes or spikes should be driven into the ground 4 feet on either side of the line.** If required, an onsite meeting **may** be done prior to the event with a representative from our contractor Golf Green Industries Ltd. and can be arranged by calling Jim Elstone at 705-457-3833/705-457-6996 or by email at jim.elstone@sympatico.ca or alternatively Jack Briggs at 705-457-0880/705-457-1724 **no later than 48 hours prior to the event.**
- Cost for additional cleanup after the event will be deducted from security deposit at a rate of \$30.00 per hour. If cleanup costs exceed deposit the User will be invoiced accordingly.
- The Municipal docks must be kept open for the general public to use and the area for vehicles with trailers must not be monopolized by event or participant vehicles and trailers. Additional parking areas can be provided if requested.
- The children's playground and paved/board walkway must be kept open regardless of whether or not your event is paid admission.

I hereby declare that the foregoing information is true and complete to my knowledge.

\_\_\_\_\_  
Signature of Event Chairperson

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Parks and Recreation Department**

Reserved on Event Calendar

- Notified:
- Golf Green Industries Ltd.
  - Parks & Recreation Dept.
  - Roads Dept.
  - Bylaw Officer/Dept.
  - Landfill Dept.

\_\_\_\_\_  
Signature of Municipal Staff Person Responsible

\_\_\_\_\_  
Date

**Post-Event Inspection**

Completed on: \_\_\_\_\_ at \_\_\_\_\_  
Date Time

No Damages/Cleanup Required and electrical key returned – return Security Deposit

Damages/Cleanup needed – details, material and time required: \_\_\_\_\_

\_\_\_\_\_  
Inspected by Municipal Employee (print name)

\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Inspected by Golf Green designate (print name)

\_\_\_\_\_  
Signature of Golf Green designate

EVENT HOLDER COPY

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\_\_\_\_\_  
Signature of Event Chairperson

\_\_\_\_\_  
Date





