



# Raisin Region Conservation Authority

P.O. Box 429, 18045 County Rd. 2, Cornwall, ON Tel: (613) 938-3611 Fax: (613) 938-3221

## Permit Application to Use RRCA Facilities

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name of Organization / Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Type of event: Family Picnic \_\_\_\_\_ Corporate Picnic \_\_\_\_\_ Other (specify) \_\_\_\_\_

Number of participants: \_\_\_\_\_ adults \_\_\_\_\_ children

**RRCA Facility Required:**

Gray's Creek Conservation Area: - Picnic Area \_\_\_\_\_ Winter Activity Centre \_\_\_\_\_  
- Other (specify) \_\_\_\_\_

Cooper Marsh Conservation Area: - Picnic Area \_\_\_\_\_ Visitor Centre \_\_\_\_\_  
- Other (specify) \_\_\_\_\_

Charlottenburgh Park Area: - Picnic Area \_\_\_\_\_

Additional Requirements: Horseshoes \_\_\_\_\_ Volleyball \_\_\_\_\_  
*(A deposit is required for the use of the above-noted equipment - \$20.00/pair horseshoes, \$20.00/each volleyballs. Once the equipment is returned to the RRCA, your deposit will be refunded).*

Special Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Liability Insurance**

Does your organization carry liability insurance? yes \_\_\_\_\_ no

If yes, please see note 12 of user regulations.

If no, the RRCA hereby notifies the applicant that in the event of a liability claim, the Authority and/or the claimant may hold the applicant liable for any or all damages.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(applicant)*

**User Regulations for RRCA Facilities**

1. Applications must be filled out and submitted at least two weeks prior to the date required and approved by the RRCA.
2. Alcoholic beverages are strictly prohibited at RRCA Facilities unless by special permit.
3. The applicant or his representative shall comply with all safety related directives given by the RRCA.
4. The applicant or his representative shall ensure that the facilities are used in a safe and responsible manner.
5. Applicants shall be responsible for maintaining the cleanliness of the park and facilities.
6. Charges may be implemented for damage, or requirements beyond the normal event set-up.
7. Activities and events shall be confined to the area(s), day(s) and time(s) stipulated in this agreement.
8. RRCA personnel reserve the right to enter and access park sites when necessary.
9. All motor vehicles brought onto RRCA facilities must park in designated areas only.
10. Open fires in all facilities are strictly prohibited. This restriction does not include domestic barbecues within the proper barbecue pits.
11. This permit is non transferable. Failure to adhere to these regulations may result in the cancellation of all arrangements.
12. If deemed necessary, the RRCA may request that the applicant provide proof of liability insurance coverage naming the RRCA as an additional named insured with a cross liability clause. Coverage must be at least \$2 million.
13. This application form must be filled out completely or the request may be denied.

I, \_\_\_\_\_, hereby certify that I have read and accept the User Regulation appearing on the back of this permit and I agree to these regulations.

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*(for office use)*

**Instructions for staff:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Applicable Fee:** \_\_\_\_\_



## CHARLOTTEBURGH PARK GROUP PICNICS

### **Policy:**

1. All group picnics are required to reserve a site, in writing. Applications must be filled out and submitted at least two (2) weeks prior to the date required and approved by the General Manager.
2. Alcoholic beverages are strictly prohibited.
3. The applicant is responsible in ensuring that the facilities are used in a safe and responsible manner.
4. A damage/clean-up deposit will be required with your registration form:

Groups of 25- 50 people = \$ 75.00

Groups of 51- 200 people = \$ 100.00

Normally, the damage deposit is a certified cheque that is held until after the event. If no damage has occurred, the cheque is returned to the lessee. If not a certified cheque, the damage deposit is placed in an envelop in the till and returned only when the lessee returns the deposit receipt that was issued when the deposit was left.

The deposit will be refunded at the time of departure, provided that:

- a) All garbage has been picked up and placed where directed by parks Staff.
  - b) There has not been any damage to parks property.
  - c) All tables are in their designated area.
5. The fee for group picnics will be the usual per car or day-use charge (except for non-charitable groups Fee = \$ 1.00/adult, Children 12 and under = free).