



TOWN OF HAMPTON – TOWN SQUARE AND PAVILION RESERVATION AND USAGE POLICY

Date:	
Name:	
Organization:	
Address:	
Telephone:	
Email:	
2 nd Person Responsible:	
Contact Information:	
Date of Booking:	
Specific Area Requested:	
Time from:	
Time to:	
Description of Event:	
Number of Guests:	
Request for Special Arrangements:	

I certify that I am 19 years of age and that I will abide to the enclosed rules. I understand that I must be present at the facility at all times being utilized. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the Town of Hampton, its employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the Pavilion or Park.

BY SIGNING THIS CONTRACT, I AGREE TO THE TERMS AND CONDITIONS OF THIS DOCUMENT. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE ANY ARRANGEMENTS STATED IN THIS DOCUMENT.

SIGNATURE OF RENTER: _____

DATE: _____

FEES AND DEPOSITS RECEIVED BY:

_____ TOWN REPRESENTATIVE

Receipt # _____

DATE: _____

Any penalties arising out of non-compliance shall be responsibility of the Renter.



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Please read the following list of conditions of use as they are set out to ensure your event is a successful one.

RESERVATIONS:

1. Reservations can be made by email (leisureservices@townofhampton.ca), phone (832-6102), or at the Leisure Services Office located at 808 Main Street.
2. Reservations will be made on a first come, first serve basis. Applicants must be nineteen (19) years of age to reserve a facility and must be present at all times during the use of facilities. You are responsible to ensure that the facilities and surrounding grounds are utilized in a safe and orderly manner.
3. An approved rental contract must be available during the event. The contract reserves only that portion of the park indicated on the "Specific Area Requested" section of the permit. Other areas of the park remain open for use by the general public.
4. In case of inclement weather, the renter has three (3) working days to call and schedule an alternate date or request a refund.

FEES:

5. Rental fees must be received at the time of booking. Cheques are payable to: **Town of Hampton**.
6. If the pavilion and lawn areas are not kept tidy, an additional charge of \$130.00 (including tax) will apply. This will be at the discretion of the Leisure Services Department.
7. Refund request must be received within fifteen (15) days prior to the date of reservation to be considered for a full refund. Reservations cancelled less than two weeks in advance are eligible for a refund less a \$20 processing fee. The rental contract and receipt must accompany the written request for refund.
8. Failure to comply with the rules may result in the revocation of the contract, forfeitures of any fees paid for the contract and loss of future reservation privileges.

INSURANCE:

9. The following activities require the express written approval of the Leisure Services Department: Conducting camps, fairs, exhibitions, rallies, races, walks, and other organized events; Charging of fees for any activities or services; The sale of food, beverages, other goods, or services; Fundraising activities; Erecting tents, canopies, inflatable amusements, or other structures.
10. Please be advised that some activities may be required to meet additional insurance requirements or license as per the Town of Hampton's Transient Trader by-law.



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RULES:

11. Small radios and small sound systems are permitted. Electricity is available.
12. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces are prohibited. Paint and chalk marks are not allowed on sidewalks, pathways, Pavilion, or other surfaces.
13. All vehicles must be kept in designated parking areas and are not allowed to be driven or parked on any grass areas, sidewalks, or pathways.
14. BBQ area must be approved.
15. Burning is not permitted.
16. No person shall cut, break, move, take, or otherwise injure, destroy or deface any trees, shrubs, plants, turf, rock or any building, fence, sign or other structure.
17. Practicing, playing, or using park areas for golf and archery is prohibited.
18. The Town Square and Pavilion are smoke and tobacco free spaces, this includes recreational cannabis, smoking and vaping.
19. Horse, cattle, livestock, and domestic animals of any kind are prohibited in any park, except a dog or cat on a leash, under control of a person, is permitted.
20. No owner to permit a pet to defecate upon public property without immediately removing the excrement and disposing of it in a sanitary manner.
21. The Renter shall be responsible for the procurement of security personnel.
22. All trash must be bagged and removed from the park. Patrons must leave rental areas in clean and orderly condition. Failure to comply may result in the contract holder being billed for any additional cost for repairs or replacement of damaged items or cleanup required.
23. The Renter shall remove all their belongings immediately following the end of their function. (equipment, decorations, signage, etc.)
24. Event must conclude by 11:00 pm and the site be clean and cleared by 11:59 pm.

ALCOHOL

25. Possession or consumption of alcoholic beverages is prohibited.

If there is someone occupying your rental space, present the contract to him or her and ask him or her to vacate. If you need further assistance, please contact the Leisure Services Department: 506-832-6102. For after hours maintenance assistance call 506-832-6065.

Any exemptions to the terms of this agreement will require the written approval of the Town.



**TOWN OF HAMPTON – TOWN SQUARE AND
PAVILION RESERVATION AND USAGE POLICY**

Fees

If the pavilion and lawn area is not kept tidy, an additional charge of \$130.00 (including tax) will apply. This will be at the discretion of the Leisure Services Department.

	Individual	Not for Profit	Commercial
Damage Deposit			
No fee charged	n/c	n/c	n/c
Fee charged	\$35 per hour \$115 per 4-hour block	\$25 per hour \$60.00 per 4-hour block	\$35 per hour \$115 per 4-hour block
Power / lights	\$25	\$25	\$25
		Fees may be waived	

Adopted by the Council of the Town of Hampton at the Council Meeting of February 12, 2021.