



Corporation of the Town of Carleton Place Recreation & Culture Department

PUBLIC PARKS & TRAILS APPLICATION

Date of Application _____

Name _____

(Must be name of person in charge of event)

Organization/Club/Group/Association _____

(If applicable)

Applicant Address _____

Phone _____ Cell Phone _____ Email _____

Rental Date _____ Time _____ to _____

(Please indicate if the event is planned for multiple days/times)

Rental Purpose/Event/Activity _____

Please indicate the specific park or trail required for your event/activity: _____

Please provide as many details as possible about your event/activity (subject to approvals).

Please indicate if your event will be having food vendors: Yes No

It is the permit holder's responsibility to ensure that the Health Unit has been notified. Confirmation of the notification must be provided to the Facilities Clerk.

https://healthunit.org/wp-content/uploads/Special_Events_Guidelines.pdf

PARK FEES		
(All rates include HST)		
Non-Resident - Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills		
Commercial Use	\$41.00/HR	\$510.00/DAY- no more than 16 hrs
Private Events (le: wedding ceremony or birthday party)	\$33.25 (minimum)	N/A
Resident - Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants is mainly over the age of 18		
Commercial Use	\$25.50/HR	\$357.00/DAY – no more than 16 hrs
Private Events (le: wedding ceremony or birthday party)	\$33.25 Flat Fee	\$33.25 (minimum)
REFRESHMENT VEHICLES - \$150/MONTH Note: Additional fee to Refreshment Vehicle License Fee		

- The permit holder must have liability insurance in an amount no less than \$2 million dollars, with the Town of Carleton Place listed as a third party insured. A copy of the certificate must be submitted to the Facilities Clerk prior to the event.
- Rentals (commercial or otherwise) may be required to pay a refundable damage deposit based on the nature of the event.

I _____ the undersigned have read and agree to be bound by this application and the terms and conditions for the rental of the park or trail as specified on this application. If the applicant is acting on behalf of a group or organization, the undersigned applicant hereby warrants and represents that he/she executes this application on behalf of the group or organization and has sufficient power, authority, and capacity to bind the group or organization with his/her signature.

Please note that this application is subject to approval before an official permit is issued.

Date: _____ Signature: _____

Date: _____ Facilities Clerk: _____