



CLEARVIEW

FACILITY RENTAL APPLICATION

NOTE – Applications must have all documents attached and fees paid to book the facility

Early Bird Rates can be obtained by booking at least **four weeks in advance**. The municipality will not accept applications that are within one week of an event with the exception of funeral services.

Booking Information

Name of Facility proposed to be Booked	
Date Application Received (mm/dd/yy)	
Purpose of Booking	
Event Date (mm/dd/yy)	
Event Time (Including set up & clean up)	_____ to _____
Do you need access to the building the day before the event after hours?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If yes be advised that this may conflict with other bookings. In order to ensure secure access, this time should be included in the booking.
Anticipated Attendance	

Applicant Information

Renter's Name	
Organization Name (if applicable)	
Address	
Phone Number	
Email	

Insurance (if applicable)

Lottery Licence (contact the municipal office 705-428-6230)	Events with gaming, raffles or ticket sales	Licence No.
Businesses require \$2 million insurance for any event. Insurance Certificate (must name the Corporation of the Township of Clearview as an additional insured)	High Risk Events (ie: functions with fireworks, leagues, tournaments, training camps, athletic schools, festivals, fairs) require a certificate of insurance for \$2 million dollars, <i>naming the Corporation of the Township of Clearview as an additional insured.</i>	Policy No.
Private groups and individuals renting under the "low-risk policy" do not require insurance.		

Insurance can be purchased through Clearview Township's Insurer JLT 1-877-240-5475 - info@lcis.ca

Copies of required documentation must be submitted to the booking agent a **minimum of TWO (2) weeks prior to the event**, however, you will not be able to obtain the Early Bird Rate unless 4 weeks prior.

I CERTIFY that I have the authority to sign this agreement on behalf of the organization named above and that the information given by me in this application is true, complete and correct to the best of my knowledge and is given in good faith.

I ACKNOWLEDGE that I (we) am (are) required to comply with any and all conditions or stipulations that are required by the Township when this contract is signed.

Renter's Signature

Booking Agent's Signature

Date

Date

FOR OFFICE USE ONLY

A/R Client Code:	Processing Date:
Invoice No.:	Receipt Date:
Invoice Date:	Receipt Date:

Application Checklist

UNLICENSED EVENT

For an **unlicensed event** have the following attached to the application and submitted a **minimum of two weeks before the event**:

- Submit a complete Facility Booking Application and attach the following:
- Application Fee and Deposit
- For Businesses Only: Liability Insurance for a minimum of \$2,000,000 is required for a public event naming the Corporation of the Township of Clearview as an additional insured and a cross liability holding the Township harmless.