



Part A – User Information (please print)

Contact name(s): _____

Organization/dept: _____

Mailing address: _____

Phone: Bus.: _____ Home: _____ Cell: _____

Email(s) _____

Name/nature of event: _____ Number in group: _____

Date(s) & time(s) of use (incl. set-up/tear-down): _____

Part B – User Requirements

Facilities requested: (subject to approval - see p.2 for prices)

John R. Park Homestead Visitor Centre Visitor Center and Grounds

Hillman Marsh Visitor Centre Visitor Center and Grounds

Holiday Beach Grounds

Other(specify): Grounds

Part C – User Agreement

I do hereby make application to use the above area as described and, in so doing, agree that the Essex Region Conservation Authority, or its agents or officials, shall in no way be held liable for any damage, injury or other accident or loss resulting from use of the above area; and do hereby accept full responsibility for any actions of this group which may be in contravention of the regulations governing Conservation Areas; and have read and will comply with the conditions noted within the application.

sign here

Permittee Signature _____ Date _____

Part D – ERCA Authorization

Director of Conservation Areas _____ Date _____

Total fees (from p.2): \$ _____

**** This contract is not binding until signed by all parties (Parts C, D and Part F). See p.3 for regulations.****

For Office Only:
Copy to: Communications Accts Rec. JRPB Curator Asst. Sup. Of HBCA Superintendent of Field Ops

Part E - FACILITY RENTAL FEES			
	Facility	Cost	Cost with HST
John R. Park Homestead	Meeting/Event Rental (less than 40 people, 3 hrs or less)	\$75.00	\$84.75
	Damage Deposit (refundable)	\$250.00	\$250.00
	Subtotal		\$334.75
	Meeting/Event Rental (more than 40 people, up to 8 hrs)	\$500.00	\$565.00
	Damage Deposit (refundable)	\$1000.00	\$1000.00
	Subtotal		\$1565.00
	Rental with Tour and/or Alcohol	\$250.00	\$282.50
	Damage Deposit (refundable)	\$500.00	\$500.00
	Subtotal		\$728.50
	Rental with Tents and Alcohol (Weddings, etc)	\$2,500.00	\$2,825.00
	Damage Deposit (refundable)	\$5,000.00	\$5,000.00
	Subtotal		\$7,825.00
	Birthdays Parties (per hour)	\$150.00	\$169.50
Commercial or Wedding Photography if Open	\$132.74	\$150.00	
Commercial or Wedding Photography if Closed and Staff Are Required	\$221.24	\$250.00	
Site-use Photography Permit	Per hr \$20.00	\$22.60	

	Facility	Cost	Cost with HST
Holiday Beach	Grounds Rental with Tents and Alcohol (Weddings, etc)	\$1,000.00	\$1,130.00
	Damage Deposit (refundable)	\$1,000.00	\$1,000.00
	Subtotal		\$2,130.00
	Group Camping (Organized Groups only)	\$60 night plus \$2 per person	\$ _____
	Buses	\$60/bus plus \$2 per person	\$ _____
	Large Picnic Group	\$250.00	\$282.50

	Facility	Cost	Cost with HST
Hillman Marsh	Nature Centre (if open)	\$50	\$56.50
	Damage Deposit Without or With Tent (refundable)	\$110 / \$210	\$110 / \$210
	Subtotal		\$166.50 / \$266.50
	Nature Centre (if closed)	\$110	\$124.30
	Damage Deposit Without or With Tent (refundable)	\$110 / \$210	\$110 / \$210
	Subtotal		\$234.30 / \$334.30
	Pavilion Barn	\$30	\$33.90
	Rental with Tents and Alcohol (Weddings, etc)	\$1,000.00	\$1,130.00
	Damage Deposit (refundable)	\$1,000.00	\$1,000.00
	Subtotal		\$2,130.00
	* Group Camping	\$50 night plus \$2 per person	\$ _____

	Facility	Cost	Cost with HST
Other: _____		\$	\$
		\$	\$
	Subtotal	\$	\$

Total Facility Rental Fees (taxes included)	\$	Deposit and completed form received by Office	<input type="checkbox"/> JRPH	Staff Initials
Minimum 50% Rental Fee Deposit	\$		<input type="checkbox"/> HBCA	
Minimum 50% Damage Deposit (refundable)	\$		<input type="checkbox"/> Main	
Balance Owing (<i>*to be paid no later than 2 weeks prior to event</i>)	\$			
* Final Payment Due On:				

* Final payments for Group Camping can be made on the arrival date

Part F –Regulations

1. Facilities are available on a first come, first serve basis so long as there are no conflicts with ERCA programs and services.
2. Meeting room reservations will be accommodated in accordance with approved room capacities.
 - John R. Park Homestead Visitor Centre Room Capacity – 40 People seated.
 - Hillman Marsh Nature Centre Room Capacity – 45 People seated.
3. A Special Occasions Permit issued from the LCBO will be required for any event or gathering where alcohol is consumed and will be required with the final payment two weeks before your rental date.
4. Alcohol will not be served after 1:00 am.
5. Loud Music must be off after 1:00 am.
6. All users will be required to pay a deposit of 50% of the total rental fees (including HST) at the time of booking. In the event of cancellation, minimum two weeks' notice is required and one-half of the fee deposit will be retained. If less than two weeks' notice is provided, the entire deposit will be retained.
7. Damage Deposits are fully refundable without any time limits.
8. All individuals booking ERCA facilities will be required to pay the balance by minimum 2 weeks prior to commencement of the event/facility rental.
9. The damage deposit will be completely refunded following inspection after the event if there is no undue cleaning or repair required.
10. All users are responsible for the condition of the property. Failure to return the area to acceptable standards following the event may result in withdrawal of future booking privileges and/or retention of all or part of the damage deposit. In the absence of a damage deposit or if damage exceeds the amount of the deposit, users will be charged for repairs and/or cleaning.
11. The Permit Holder shall be made responsible for the conduct and supervision of all persons utilizing the above noted facility and shall see that all regulations and conditions are observed.
12. The Permit Holder hereby covenants and agrees to indemnify and save harmless, ERCA, its departments, officers, employees and agents, from any and all claims and demands for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) this permit; (2) the activities authorized by this permit, and (3) the use or occupancy of the Premises which are the subject of this permit, except that are the result of or caused by the negligence or wilful misconduct of ERCA, its departments, officers, employees and agents.

Additional Insurance:

13. Certain events will require additional insurance (i.e. events with tents and alcohol consumption). Acceptable proof of additional insurance (certificate of insurance) will be required with the final payment two weeks before your rental date. Insurance requirements depending upon the nature of your event.

