

Alberta's Centennial City™



**PARKS SERVICE**

204 – 7<sup>TH</sup> STREET EAST  
BOX 879, BROOKS, AB  
T1R 1B7  
BUS: 403-362-0271  
FAX: 403-362-5658  
Website: www.brooks.ca

**PARKS PERMIT FUNCTION AND RESPONSIBILITIES**

Date Booked: \_\_\_\_\_

Booking Date: \_\_\_\_\_ Time Start: \_\_\_\_\_ Finish: \_\_\_\_\_

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

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Work: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Equipment Being Rented: \_\_\_\_\_

Pick Up: \_\_\_\_\_ Drop Off: \_\_\_\_\_

Non Profit: Yes: \_\_\_ No: \_\_\_ Service Club: Yes: \_\_\_ No: \_\_\_ Youth Group: Yes: \_\_\_ No: \_\_\_

Function Map: Filled in \_\_\_\_\_

Food: \_\_\_\_\_ Alcohol: \_\_\_\_\_

Liquor Licenses: # \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_

Tents for Specialty Events Yes: \_\_\_\_\_ No: \_\_\_\_\_ Pegs: \_\_\_\_\_

Health Inspection Yes: \_\_\_\_\_ No: \_\_\_\_\_

RCMP Sign Off Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fire Depart. Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_

Insurance Yes: \_\_\_\_\_ No: \_\_\_\_\_

The approval is subject to the city receiving proof of an insurance policy with limit of less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and naming the City of Brooks as an additional insured.

Area Secured By : \_\_\_\_\_

Security : \_\_\_\_\_

Reviewed by Parks :      Approved : \_\_\_\_\_      Not Approved: \_\_\_\_\_

If not Approved Reason: \_\_\_\_\_

Re-approval:      Approved : \_\_\_\_\_      Not Approved: \_\_\_\_\_

**Clean Up:** All clean up must be completed and secured area barrier removed at the end of the event, before the start of the next day. Parks staff will check and confirm clean up with a clean up inspection form . (SEE FORM BELOW)

**ALL Costs for not cleaning up as stated in "clean up" will be the total responsibility of the organization holding the event. Cleaning costs will be billed and must be paid within 3 business days.**

I have read and agreed to the clean up statement and payment for not cleaning up.

Contact Person / Signing Authority: \_\_\_\_\_      DATE: \_\_\_\_\_

Print Name : \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Home Phone : \_\_\_\_\_      Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_      Fax: \_\_\_\_\_

**Clean up Inspection Form**

Person inspecting : \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ (Print Name)

Litter picked Up :      Yes : \_\_\_\_\_      No: \_\_\_\_\_

If no reason; \_\_\_\_\_

Barrier Removed;      Yes : \_\_\_\_\_      No: \_\_\_\_\_

Garbage receptacles emptied:      Yes : \_\_\_\_\_      No: \_\_\_\_\_

If No reason: \_\_\_\_\_

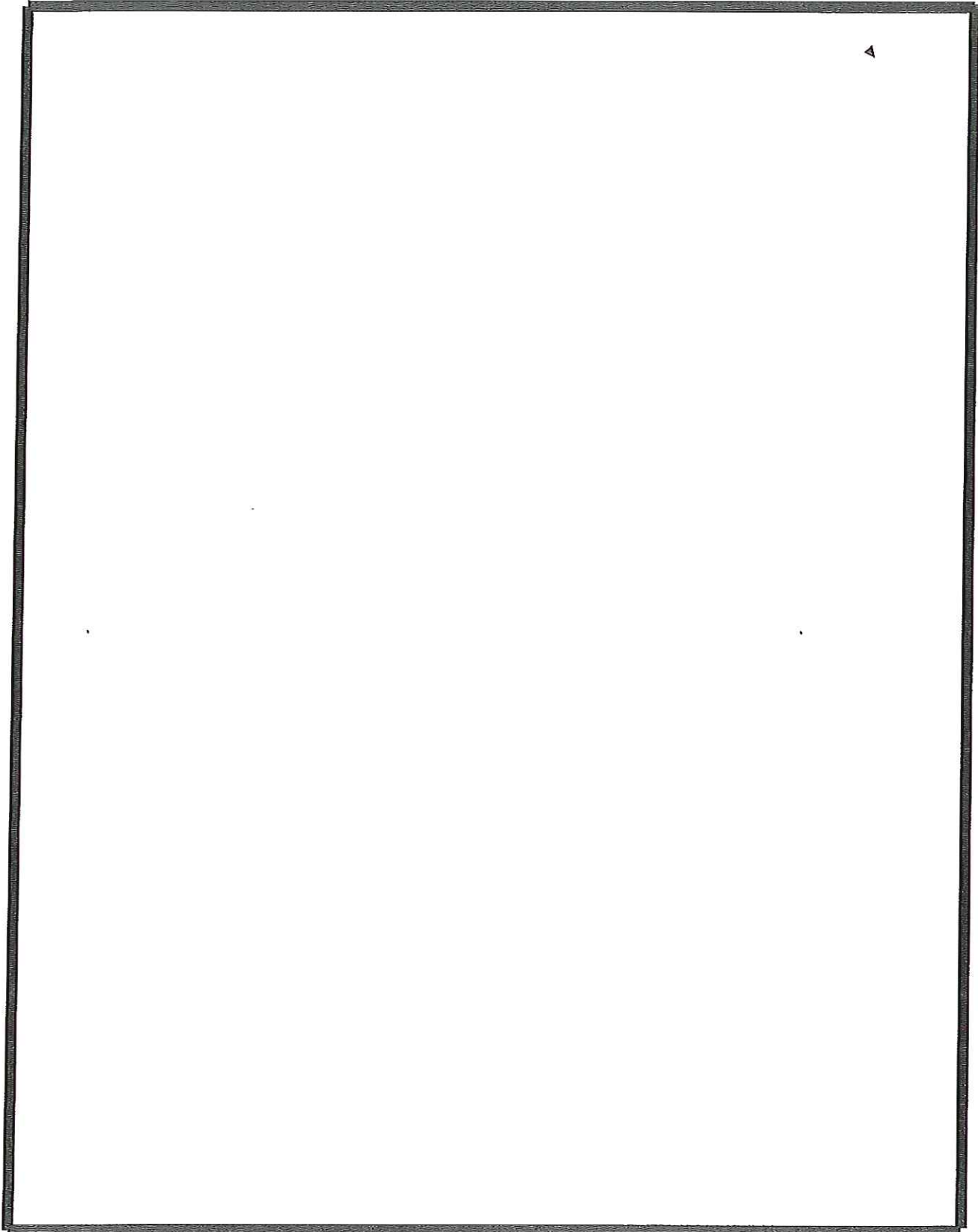
Other damage or items not cleaned up;      Yes: \_\_\_\_\_      No: \_\_\_\_\_

If No reason: \_\_\_\_\_

Photos taken :      Yes : \_\_\_\_\_      No; \_\_\_\_\_

Person Inspection Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time : \_\_\_\_\_

*Function Map*



## Terms and Conditions

### Responsibilities of the Renter are as Follows:

**Alcohol** – No persons shall possess or consume alcoholic beverages on premises except in accordance of a permit.

**Cancellatons** – The City of Brooks – Parks Department reserves the right to cancel reservations.

**Cleaning** – Each organization or renter will be responsible for having a cleaning committee. The cost of cleaning or restoring facilities to the useable form will be charged back to the responsible renter. Charges will be equivalent to double actual cost, with an automatic loss of damage deposit if conditions warrant potential loss of privileges for the future.

**Damage** – Renter will be responsible for any damage and fees incurred to the park. The City of Brooks will assess and repair damages and bill the cost to the renter.

**Equipment** – Every caution must be excised to prevent damage to building and equipment.

**Fires** – Are not permitted in any of the Parks.

**Food** – Food and refreshments may be served, providing care is taken to ensure cleanliness and the standards from Alberta Health and Safety.

**Injuries** – The City of Brooks is not responsible for any injuries or damage.

**Lost and Found** – The City of Brooks is not responsible for any personal property left on premises.

**Nuisance** – The renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Police Department, be grounds for ejection from the facilities.

**Parks and Buildings** – Every caution must be exercised to prevent damage to the facility and parks. It shall be unlawful for any person to pick flowers, shrubs, trees or other plant life in the park.

**Parking** – Parking is permitted on street or in designated areas only.

**Pets** – Pets are permitted only if attended and on a lease. Please clean up after your pet.

**Rental Equipment** – All equipment must be picked up and dropped off at The City of Brooks Parks office and must be removed immediately following the event.

**Smoking**- All Federal, Provincial, Municipal rules governing use of Public Facilities will be in effect, e.g. As per By-Law 87/628, at Indoor facilities shall be designated and posted as a smoke free building.

**Stakes/Pegs**- The Parks Department must be notified prior to booking if using stakes or pegs.

**Supervision** – All activities must be under adult supervision. Organization members are expected to remain within the areas they have rented and not move to other areas. Renter is responsible for behaviors and actions of guests.

**Trash** – Trash containers will be provided; renter must ensure all refuse is placed in these containers or removed from the premises. Do not throw cigarettes, cigars, etc. on the ground, in the flower beds or in the grass.



**THE CITY OF BROOKS RENTAL AGREEMENT FOR PARKS (SEE COPY ATTACHED)**

I have read and fully understand the above agreement as it relates to my rental of The City of Brooks Park rental. I agree to abide by said agreement and accept full responsibility to assure my group and I comply. I understand The City of Brooks Parks and Facilities need to be treated with due respect. All activities must be under adequate adult supervision and all costs incurred will be paid by the renter.

Failure to observe any of The City of Brooks Parks Terms and Conditions, or any park regulations, may exclude any group or individual from rentals in the future based on a violation of any of its rules and procedures.

Any damage to The City of Brooks property must be paid in full by the renter of the contract.

Booking of a park does not restrict other users from using the park and/or any facilities and amenities located within the park.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

**NOTES:**

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Supervisor Parks Service \_\_\_\_\_