

SNC Facility Use Permit Application

Date of Application: _____

Date and Time of Event: _____

A. Contact Information			
Name of Group/Club/Organization:			
Name of Primary Contact:			Phone #:
Address:			
City/Town:	Province:	Postal Code:	Email:
Name of Secondary Contact:			Phone #:
Address:			
City/Town:	Province:	Postal Code:	Email:
PLEASE NOTIFY SNC STAFF WHEN/IF THERE IS A CHANGE IN YOUR CONTACT INFORMATION			
B. Event Information			
Type of Event/Activity:			
Number of Participants:			

C. Facility Requested	Day(s)	Dates (From/To)	Time (From/To)	Notes
Camp Sheldrick (Winchester)				
Cass Bridge (Winchester Springs)				
High Falls (Casselman)				
J. Henry Tweed (Russell)				
McIntosh Park (Berwick)				
Oak Valley Pioneer Park (Winchester Springs)				
Reveler (Crysler)				
St. Albert (St. Albert)				
Two Creeks (Morrisburg)				
W.E. Burton (Russell)				

☐ Yes, I would like to make a donation to SNC in the amount of \$ _____

Donations go to the maintenance of SNC parks and facilities. Thank you!

User Regulations for SNC Facilities

1. The application and accompanying documentation must be completed and submitted to SNC no later than two weeks prior to the event date for approval.
2. Alcoholic beverages are strictly prohibited at SNC Facilities, unless the Applicant obtains a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (submitted to the LCBO).

If a Special Occasion Permit is secured the applicant must keep in force General Liability Insurance in an amount not less than \$5,000,000, for the entire period of the event. South Nation Conservation (SNC) must be named as the additional insured with a cross liability clause. A copy of the Special Occasion Permit and General Liability Insurance must be attached to the SNC Facility Use Application.

3. The Applicant or representative shall comply with all safety related directives given by SNC.
4. The Applicant or Representative shall ensure that the facilities are used in a safe and responsible manner.
5. The Applicant is responsible for maintaining the cleanliness of the park/facility.
6. Charges may be implemented for damage, or requirements beyond normal event set-up.
7. Activities and events shall be confined to the area(s), day(s), and time(s) stipulated in this agreement.
8. SNC personnel reserve the right to enter and access park sites where necessary.
9. All motor vehicles brought onto SNC Facilities must park in designated areas only.
10. Open fires are strictly prohibited at all SNC Facilities.
 - a. This restriction does not include domestic barbecues within the proper barbecue pits.
11. This permit is non-transferable.
12. Specific proposed events and/or uses will be considered on a case-by-case basis.
13. Failure to adhere to the above regulations may result in the cancellation of agreed.

This application form must be filled out completely or the request may be denied. Please note that this application is subject to approval before an official permit is issued.

I, _____, hereby certify that I have read and agree to the user regulations for SNC facilities. I declare that the information provided is accurate to the best of my knowledge. Any application submitted providing false information could cancel any privileges granted under this application.

Signature of Applicant

Date

Signature of Team Lead, Property, South Nation Conservation

Date