

ST. JOHN'S Rotary Sunshine Park Rental Application

Contact Information | SECTION 1

Main Contact
Name of Group/Organization
Address City/Town Postal Code
Phone Number (Home) (Work) (Cell)
Email Address
Alternate Contact (Phone) (Cell)
Type of Group: Guiding / Scouting Group Corporate Group
Other
Registered Non-Profit Group: Yes No
(Proof of non-profit status required i.e., non-profit #, documentation etc.)

Event Particulars | SECTION 2

Type of Activity: Meeting Outdoor Activity (Specify)
Other
Overnight Bookings
Third Party Vendor: Yes No Total number in Group
1st Choice Date 2nd Choice Date
Arrival Time Departure Time
Arrival Time Departure Time

Note: Minimum four (4) hour booking time required between the hours of 9:00 a.m. to 5:00 p.m., Saturday and Sunday.

Provide details about your activity (include any outside business that may be attending and may require insurance):

1. Payment must be made in full once booking has been confirmed. Please allow 1 week for processing.
2. All rental requests are booked on a **first-come, first-served basis**, subject to availability.
3. Once permit has been signed and payment received, the key to the facility can be picked up at the H.G.R. Mews Community Centre, 40 Mundy Pond Road, 30 minutes prior to the start of the rental time and must be returned within 1 hour of rental departure time. A \$50 Refundable Key Deposit is required at the time of key pick up and will be forfeited if the key is not returned within 1 hour of the departure time.
4. Users must begin and end their rental according to the times indicated on the approved Permit issued. The time period booked for use must include the time required to set up and clean up.
5. A **Notice of Cancellation** must be submitted fourteen (**14**) days prior to the start date of the rental; failure to provide such notice will require the permit to be paid in full.
6. **Alcoholic beverages are not permitted on the premises.**
7. The Chalet is a **SMOKE FREE** facility.
8. **NO PETS** permitted.
9. No personal bouncy inflatables allowed. If a bouncy inflatable is rented through a rental agency, an Insurance Certificate must be provided.
10. **No open fires permitted at Rotary “Sunshine” Park.**
11. Rental of the Chalet will include a patio deck; kitchen with fridge, stove and dishwasher; large open room and washroom facilities.

General Information & Signature continued **SECTION 3**

12. User groups are responsible for their own set up and are required to leave the chalet in the same condition it was found.

13. User groups must supply their own cookware, cutlery, and tablecloths/linens.

I have read, understood, and agreed to the Terms and Conditions of Use as noted above, and I have the authority to bind the organization.

Signature _____ Date _____

Privacy Notice **SECTION 4**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your park facilities rental request. Questions about the collection and use of the information may be directed to the Recreation Division Manager at 709-576-8499 / 576-8631 or recreation@stjohns.ca.

For Office Use Only **SECTION 5**

Contract Signed and Attached: Yes No

Booked on ActiveNet: Yes No

Permit No. _____

Please send completed form to:	Recreation Division P.O. Box 908 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: 709-576-8415 Email: bnoseworthy@stjohns.ca
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