Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Community Services	**Effective:**	November 19, 2025
Subject:	Facility Booking Policy	**Policy Number:**	FB-1
Approved by:	Council		
Resolution Number:	2025-11-19-16		

Date of Review:	**Review Number:**	**Change:**	**Reference Section:**
March 4, 2026	2026-03-04-08	Remove security requirement.	n/a
		Add extenuating circumstances.	Payments, Documentation & Cancellations
		All documentation & payment due within 14 days of booking.	Payments, Documentation & Cancellations
		No cost rentals per Council approval and direction.	No Cost Rentals (Community Programming)

Purpose

This policy outlines the procedures, expectations, safety responsibilities, and requirements for booking Township-owned facilities such as halls, arenas, baseball diamonds, and pavilions. Bookings are confirmed only through:

- A signed Rental Agreement;
- Submission of all required documentation; and,
- Payment, if applicable.

All events must follow municipal by-laws and provincial regulations to ensure safety, respect, and organization.

Township of Blandford-Blenheim Community Services Department administers and enforces the below policy. The CAO or designate may approve exceptions to this policy where it is found to be in the best interest of the Township of Blandford-Blenheim.

Review Cycle

The Booking Policy is to be reviewed every term of Council.

Definitions

“Incident” means the following examples, but is not limited to the following:

a) Hazardous situation: Refers to an incident caused by an unsafe act, an unsafe condition or a combination of both in the facility environment which could have resulted in property loss and/or physical harm.
b) Healthcare injury: An incident which requires treatment or service rendered by a health care professional.

“Food Vendor” means any individual, business, or organization that prepares, sells, or distributes food or beverages to the public, either for profit or fundraising purposes, from a temporary or mobile setup. This includes, but is not limited to, food trucks, concession trailers, barbecue setups, tents, or booths operating on Township property or at Township-approved events.

“Extenuating circumstances” means unforeseen, exceptional, and uncontrollable situations, for example serious illness, or sudden crises.

“Extreme weather” means weather deemed to be extreme or unsafe based on the Weather Network.

“Private Event” means an event that is invitation-only, not open to the public.

“Public Event” means an event that is open to the public.

Respect & Conduct

The Township enforces a zero-tolerance policy toward violence, vandalism, harassment, hate, or any inappropriate conduct. Violations may result in:

- Immediate removal from the premises;
- Possible additional charges, as per the Township Fees and Charges By-law;
- A trespass ban, as per Township of Blandford-Blenheim Behaviour Tolerance Policy; and,
- Notification to the Ontario Provincial Police (OPP).

Facility Capacities & Options

Facility	Capacity
Plattsville Hall – Full Hall	140 persons
Plattsville Hall – Room A / Room B	60 persons per room
Princeton Centennial Hall – Main Hall	291 persons (tables and chairs) 369 persons (chairs only) 560 persons (standing space only)
Princeton Centennial Hall – Fireside Room	60 persons
Richwood Hall	60 persons

Township of Blandford-Blenheim Plattsville Memorial Community Arena.

Outdoor Facilities: Bright, Drumbo, Plattsville, Princeton Parks.

How to Book

1. Submit a request (including preferred date(s) and time(s)) via the Township's website or by calling the Township Office (519-463-5347).
2. Once approved, a booking fee will be issued, as per the Township's Fees and Charges By-law. Paying the booking fee secures the booking. A rental agreement will follow to be filled out and signed prior to the event, along with any required supporting documents.
3. Regular users (for example, leagues) are invoiced monthly for facility usage. One-time users must pay in full before using the facility. Bookings within fourteen (14) days of event shall pay in full.

Events with Alcohol

An AGCO Special Occasion Permit (SOP) and Smart Serve Certificate(s) are required a minimum of fourteen (14) days prior to event and must be displayed during the event.

Renters must also adhere to the Township of Blandford-Blenheim Municipal Alcohol Policy.

Smoke Free Facility

Township of Blandford-Blenheim facilities are smoke free facilities, in accordance with By-law 1909-2015 Being a By-law to prohibit smoking near municipal entrances and land.

Insurance Requirements

All groups and individuals using Township facilities or property must provide proof of insurance coverage for a minimum General Liability Insurance of 2 million ($2,000,000.00) (per event), naming the Township of Blandford-Blenheim as additional insured.

Insurance may be purchased through the Township, as per the Fees and Charges By-law, for low to medium risk non-alcohol events only. The Township insurance provider sets the rates per their facility user limits of liability.

Events that are considered high-risk and/or have alcohol present must secure their own insurance coverage. Proof of insurance in the form of a certificate is required to be submitted to the appropriate Township staff a minimum of fourteen (14) days prior to the event.

Raffles & Gaming

Raffles and gaming must be licensed under AGCO regulations, with appropriate reporting. Contact the Township Clerk's department for assistance.

Food Service

All food vendors must meet applicable public health, fire safety, and insurance requirements**,** and must obtain Township approval prior to operating.

Food vendors must comply with Southwestern Public Health requirements. Renters must provide proof of food vendor approval to the Township within 14 days prior the event.

Food Truck Requirements for Events on Township Property

If you wish to have food trucks at your event on Township property, this is permitted; however, the following requirements must be met:

1. Certificate of Insurance: Each food truck must provide a valid certificate of insurance with a minimum of 2 million ($2,000,000.00) liability coverage, naming the Township of Blandford-Blenheim as an additional insured (third party).
2. Health Inspection Certificate: current Southwestern Public Health inspection certificate must be submitted.
3. Fire Inspection (if applicable): Proof of inspection and approval of the fire suppression system, if one is installed, must be provided.
4. Compliance with Public Health Guidelines: All operators must comply with Southwestern Public Health regulations and guidelines.
5. Submission Deadline: All required documentation must be submitted to the Township no later than 14 days prior to the event.

Failure to provide the above documentation may result in the food truck being denied permission to operate at the event.

Payments, Documentation & Cancellations

All documentation and payments are due fourteen (14) days prior to the event. Booking fee (for halls and pavilions only) is required at time of the booking as per the Township's Fees and Charges By-law. Payment in full is required if booking is within fourteen (14) days.

Recurring users are invoiced monthly with payment due within 30 days.

Cancellations with fourteen (14) days, with notice provided, are refunded less the booking fee (for halls and pavilions only) as per the Township's Fees and Charges By-law.

Cancellations due to extreme weather, extenuating circumstances, or municipal facility closures/ municipal-initiated closures may be refunded in full at the discretion of the Manager of Community Services or designate.

Booking Priority

Facility Booking requests will be dealt with on a first come, first served basis. Recurring bookings are scheduled in advance to secure the facility.

Emergency and Safety Procedures

Facility safety and emergency information is available at each location, posted for the renter near the entrance on the walls. Renters are responsible for making sure all fire exits are clear during the event and informing the event attendees of locations of exits.

Clean-Up Requirements

The Township facility must be cleaned and restored to original condition. Failure to do so may result in charges as per the Township of Blandford-Blenheim Fees and Charges By-law.

Tasks to complete are, but may not be limited to:

- Removing all decorations and equipment;
- Cleaning surfaces and kitchen/bar areas;
- Turning off utilities and lights; and,
- Securing doors and containing any garbage.

No Cost Rentals (Community Programming)

The Township partners with local and Oxford County organizations to deliver free community programming through formal Partnership Agreements, to foster well-being through programming.

The purpose of no-cost rentals is to encourage free-to-attend community programs (e.g., fitness, youth, educational initiatives). No-cost rentals shall provide access free of charge. No cost rentals are as per Council approval and direction. Promotion of these programs shall be through the Township's corporate website and social media.

For more information regarding no-cost rentals and partnership agreements, contact generalmail@blandfordblenheim.ca.

Termination of the Booking

The Township reserves the right to refuse or cancel bookings for safety or policy breaches.

Liability & Conduct

All groups and individuals using Township facilities assumes full responsibility for the proper supervision of any activities they conduct therein and are solely responsible for any claims arising out of their supervision, and agree to indemnify and save harmless the Township from all claims therein.

All groups and individuals using Township facilities, represented by the applicant, agrees to recompense the Township for any damage to property or equipment and/or loss of the property of the Township that may occur during the applicant's occupancy, or because of the use of same.

The facility is to be left in the same manner as it was for the start of the rental. All equipment is to be returned to its original location and all garbage is to be put in the receptacles provided.

A renter shall designate up to two authorized representatives for the booking.

Renters must ensure preparedness for emergencies and assist responders, as needed.

Incidents must be reported in writing to the Township within 24 hours of their occurrence. Reports should include the date, time, location, a description of the incident, and any other relevant details, and must be submitted by email to generalmail@blandfordblenheim.ca.