



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Community Services		Effective:	
Subject:	Facility Booking Policy		Policy Number:	
Approved by:				
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

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.

“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.

“Security” means Township-provided licensed security firms and guards compliant with the Private Security and Investigative Services Act Ontario.

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 Plattsburg Memorial Community Arena.

Outdoor Facilities: Bright, Drumbo, Plattsburg, 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.

Invoicing Terms

Regular users (for example, leagues) are invoiced monthly for facility usage. One-time users must pay in full before using the facility. Bookings within 30 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 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 \$2,000,000.00 (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 14 days prior to the event.

Security

As per the Township Municipal Alcohol Policy, the Township of Blandford-Blenheim requires the presence of paid duty police officer(s) or licensed private security, from event start to event finish for licensed events organized by individuals, at which the general public is admitted. The only exception is during sporting events, tournaments, games, carnivals or fairs where specific times will vary, the duration of security will be determined by staff. All arrangements and costs associated shall be borne by the event organizer. See the Township Municipal Alcohol Policy for specific requirements.

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 7 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.

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

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

Cancellations with 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.

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. 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 using the Incident Report Form found on the Township's Corporate website at www.blandfordblenheim.ca (exact link once uploaded) and submitted within 24 hours to generalmail@blandfordblenheim.ca.

Intact Public Entities Facility User Rates \$2,000,000 Limits of Liability

Rates shown below are for your information only and do not include premium sales tax.

Non Sporting Events or Occasions

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Rates/Premium

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400
201-500	\$8.00	\$150	\$200	\$40.00	\$350	\$700
501-1000	\$10.00	\$220	\$300	\$50.00	\$550	Refer
1001-1500	\$15.00	\$300	Refer	Refer	Refer	Refer
1501+	Refer	Refer	Refer	Refer	Refer	Refer

**** If hourly Rate exceeds the 1 Day rate, charge the 1 day rate.**

***Event: 1-2 Day Event Rates and 3-5 Day Event Rates are Per Event Rates and Not Per Day Rates.**

E.g. An art event (alcohol) is being held for 2 days. It is estimated 500 people will attend over the 2 day period. The total charge would be: \$350.

***Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 50 people rent a facility weekly to play bridge (no alcohol event). The Annual Charge would be: $\$25 \times 5 = \125 Total Annual Premium

***Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 250 people rent a hall monthly (alcohol event). The Annual Charge would be: $\$350 \times 3 = \$1,050$ Total Annual Premium

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.

Intact Public Entities Facility User Rates \$2,000,000 Limits of Liability

Sporting Events or Activities

Note: Organized Sports Leagues without insurance are a Company Referral

Low Risk

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis

Medium Risk

Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball, yoga

Rates/Premium

Number of Participants	Low Risk		Medium Risk	
	Hourly Rate**	1 Day Flat Event*	Hourly Rate**	1 Day Flat Event*
1-25	\$2.50	\$60	\$4.00	\$95
26-50	\$4.00	\$90	\$6.00	\$120
51-100	\$6.00	\$120	\$8.00	\$190
101+	Refer	Refer	Refer	Refer

***Events Over 1 day: Any Single Sporting Event being held for more than 1 consecutive is a Company Referral**

***Events - Annual Weekly and Seasonal Activities: Charge 2 times the flat charge shown for a Total Annual Premium**

E.g. Yoga Classes (medium activity) with 20 people attending weekly. The Annual Charge would be: $\$95 \times 2 = \190 Total Annual Premium.

E.g. A group of people get together weekly to figure skate from September to March (seasonal and medium activity) the total number of people in the group is 30 people. The Annual Charge would be: $\$120 \times 2 = \240 Total Annual Premium.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.