



# Maples Booking Request

Subject to Policy REC01- Maples Booking Policy, all requests for booking of the Maples Day Use Area must be approved by the Director, Agriculture and Parks. All requests for booking must be made at least one (1) week prior to the event/activity taking place.

Requestor Information	
Name:	
Telephone:	Email:
Primary Contact (if different from above):	
Primary Contact Information (if different from above):	

Booking Details	
Date of Booking:	Duration of Booking:
Type of Booking:	Estimated Attendance:

Special Requests (Outside of Day-Use Activities)

Acknowledgment & Agreement
<p>By signing this request, the Requestor acknowledges and agrees to the following:</p> <ul style="list-style-type: none"><li>• Users of the Maples shall comply with all applicable Municipal, Provincial and Federal legislation, regulations and policies.</li><li>• Maples' facilities shall be used responsibly and all users shall respect the Maples' natural beauty and historic significance.</li><li>• Users of the Maples shall not cause damage to municipal property.</li><li>• Private events shall remain within their designated area and not impede the public's access and enjoyment of the Maples.</li></ul>

- Maintenance of the Maples, including turf maintenance, vegetation management, bathroom facility cleaning, and waste bin emptying by municipal crews are on a set schedule and shall not be altered to accommodate a private event.
- Alcohol consumption during bookings may be permitted, with prior approval and adherence to applicable provincial legislation and regulations.
- The Municipality reserves the right to request event organizers obtain and maintain appropriate and adequate insurance for the duration of the event. Proof of such insurance, if required, shall be submitted to the Municipality prior to approval of the respective Maples Booking Request.
- Users are responsible for ensuring adequate waste management and cleanup following a booking.
- Users of the Maples shall not conduct any ground disturbance on municipal property.
- Users shall report any finding of items of suspected historical significance on municipally owned property to the Municipality at the earliest possible convenience during municipal business hours; further, users shall not disturb or remove any items of suspected historical significance from the location of its finding.

Failure to abide by the above terms may result with the requestor being disallowed from future Maples bookings.

### Request

Requestor Name (Please Print)	Date:	Requestor Signature
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### Approval

Director, Agriculture and Parks	Date:	Director Signature
CAO (Special Requests)	Date:	CAO Signature

Additional Conditions of Approval: