

**2025 Facility Rental Information Package**  
**Artificial Turf & Field Rentals**

Community Services Department  
60 Snyder's Road West, Baden, ON N3A 1A1  
T: 519-634-9225



**Table of Contents:**

Welcome.....2

2025 User Fees .....3

Artificial Turf Terms and Conditions.....4

Soccer Field Terms and Conditions.....6

Game Day Insurance Requirements.....8

Rental Rules and Regulations.....9

Incident Report.....10

The Township of Wilmot has multiple field locations available for rent. Fields are often utilized to hold practices, and games or tournaments for various sports, including but not limited to, soccer, rugby, lacrosse and football. Grassed fields are lined for the purpose of playing soccer by staff at the Township of Wilmot, with the exception of the field at Mannheim – which is unlined. Regular grassed fields are available for play generally between the months of May – September, dependent on weather and field conditions. The turf field located at Waterloo-Oxford District Secondary School is available April – November, dependent on weather and field conditions. For an additional cost, field lighting is available for the turf field, which permits play later into the evening.

To book or inquire about field availability for your sporting event, please call the Sports Facility Scheduler at 519-634-9225 ext 9355 or email [Christi.Lichti@wilmot.ca](mailto:Christi.Lichti@wilmot.ca)

## 2025 User Fees

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Rates per hour  
HST and Insurance are not included

Wilmot Recreation Complex – Field Rental Rates			
Full Field	Monday – Sunday	9:00 a.m. - 9:00 p.m.	\$57.58
Scott Park – Field Rental Rates			
Mini Field	Monday – Sunday	9:00 a.m. – 9:00 p.m.	\$22.60
Mannheim Park – Field Rental Rate			
Unlined Field	Monday – Sunday	9:00 a.m. – 9:00 p.m.	\$29.94
Waterloo-Oxford D.S.S. – Artificial Turf Field Rental Rates			
Full Field	Monday – Friday Saturday – Sunday	5:00 p.m. – 11:00 p.m. 9:00 a.m. – 11:00 p.m.	\$92.79
Lighting	Monday - Sunday	9:00 p.m. – 11:00 p.m.	\$21.61

NOTE: Grassed turf field rentals are booked at 90 minute increments

### PAYMENT OPTIONS

- Credit card payments (by phone) can be made with the Facilities Scheduling clerk by calling 519-624-9225 Monday-Friday 8:30am-4:30pm
- Online [https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet\\_Login](https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet_Login)
- Cash, Debit Card or Credit Card payments in person at Wilmot Recreation Complex Recreation Complex, Monday-Friday 8:30am-9:00pm, Saturday 8:30am-5:00pm, Sunday 1:00pm-5:00pm

\*\*\*Please Note: Signed documents must be returned prior to payment being made. Payment is required by May 31st for all Wilmot Minor Sporting organization bookings. \*\*\*

## Terms and Conditions – Artificial Turf Playing Field

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### CANCELLATION

Cancellation(s) and all changes must be provided by the renter with a minimum of two (2) business days in advance of the rental date in writing to the Facility Scheduler. In the event written notification is not received by the Township two (2) business days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Cancellations will be subject to a \$40.00 administration fee per cancellation. Any credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued within the terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$40.00 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust, cancel, withdraw or reschedule any and all allocated facility time. This will be in the event of unsuitable playing conditions as a result of rain; tournaments, special events, or playoff games, or in the case of emergency or unforeseen circumstances. All reasonable efforts will be made to advise affected groups as early as possible. The rental fee for cancelled time shall not be payable. The Township will not be liable for any costs/damages as a result of cancelled time. In the event of cancellations due to playoffs, and early series wins, the facility scheduler must be notified by 10:00am the next business day. Failure to provide notification by the required time will result in the fees being charged.

**RAINOUTS:** Cancellations due to inclement weather can be made by either Township staff or the renter. Rainouts determined by the renter/group must be provided to the Township of Wilmot facility scheduler within 48 hours. Notification of rainout should be provided to the Township by emailing [Christi.Lichti@wilmot.ca](mailto:Christi.Lichti@wilmot.ca), alternatively by calling 519-634-9225 x355. Failure to notify the Township of the cancellation of field time will result in the fee remaining on the permit. Field closures will be indicated on [www.wilmot.ca](http://www.wilmot.ca) no later than 4:30pm the day of. Sport fields are deemed unplayable if the following occurs; visual pools of water on the field, water sponging under foot when walking on the field, there is lightning, the Township of Wilmot Manager of Parks and Facilities/Township designate, Groundskeeper or the Game Official deems the sport field to be unsafe/unsuitable for play. If the mentioned conditions are present upon arrival to the sports field, do NOT play. Playing in these conditions could be unsafe, or cause damage to the sport field.

### INSURANCE & INDEMNITY

Insurance is required for all rentals. All permit holders must hold proof of \$2 Million Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> **AND** "Waterloo Region District School Board" <51 Ardelt Avenue, Kitchener, ON N2C 2R5> named as additional insured, including cross-liability endorsement, severability of interest provisions and contractual liability.

The Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township of Wilmot, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and

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assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the Event proposed by the Event Organizer, its agents, employees and sub-contractors on the property of the Township of Wilmot, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event Organizer, its agents, employees or sub-contractors.

## **CONDUCT & USE**

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event, including the conduct of all players, coaches and spectators. As well, any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

Persons under the age of 18 are not permitted to be a permit holder or sign rental permits.

The contract is not transferable, and the renter is not permitted to sublet field time designated under this agreement.

The consumption of alcoholic beverages is NOT permitted in Township of Wilmot parks, including but not limited to sport fields, player/spectator benches, and parking areas, in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Policy. Any individual and or user groups found in violation will result in their permit, and all privileges for the use of the named facility, being revoked.

Municipal property is a smoke-free. Smoking/Vaping of tobacco or cannabis is NOT permitted in any Township of Wilmot owned park, recreational area, sporting areas, or spectator areas adjacent to a sporting area, as per the Smoke-Free Ontario Act (SFOA) 2017.

Sports fields are for organized play only. Vehicles, activities or equipment are not permitted on any sports fields. Parking is only permitted in designated areas, and activities on the grounds must be approved by the Township of Wilmot.

For rental related emergencies or maintenance issues when Township of Wilmot staff are not present, please contact the after-hours EMERGENCY ON CALL for Parks and Recreation Services is 519-465-0876.

Failure to abide by any or all Terms and Conditions in this Contract may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for the next season.

**CANCELLATION**

Cancellation(s) and all changes must be provided by the renter with a minimum of two (2) business days in advance of the rental date in writing to the Facility Scheduler. In the event written notification is not received by the Township two (2) business days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Cancellations will be subject to a \$40.00 administration fee per cancellation. Any credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued within the terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$40.00 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

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The Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township of Wilmot, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and

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injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the Event proposed by the Event Organizer, its agents, employees and sub-contractors on the property of the Township of Wilmot, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event Organizer, its agents, employees or sub-contractors.

## **CONDUCT & USE**

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

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\*Outline of Coverage-this information applies only if you have purchased insurance through GAME DAY INSURANCE through the Township of Wilmot.

## **LIABILITY INSURANCE**

### **Who is Eligible?**

Any Renter using The Township of Wilmot facilities. The program is designed principally to provide affordable Liability insurance. Some Restrictions may apply.

### **Why Liability Insurance?**

Your operations or actions are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

### **Who is covered?**

All members collectively, this includes Participants, Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

## **COMMERCIAL GENERAL LIABILITY**

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. (*A few sports disciplines may not be eligible see exclusions*). User Groups are only covered while using the Township of Wilmot facilities.

**\$2,000,000 per occurrence**  
**All Claims Subject to a \$500 deductible**

### **IMPORTANT NOTICE:**

Effective 2020 Game Day insurance specifically excludes against all losses, illness and claims pertaining to communicable diseases including COVID. It is recommended that the permit holder have all attendees sign a waiver holding the permit holder harmless.



## **Rental Rules & Regulations**

- The renter or designate is responsible for inspecting the sport field prior to each use to ensure it is safe for use and take necessary steps to make a safe playing area if found unsuitable (ie remove broken glass). If the condition remains unsuitable for safe play and cannot be rectified, the permit holder/group must not play on the sport field and is required to report the field condition to the facility scheduler the next business day.
- Games are not permitted to go into extra time past their rental time, as others could be scheduled after. Renter will be subject to additional fees should the field not be vacated by rental end time and causing the next group to delay.
- Groups are required to clean up all waste (water bottle, food wrappers, etc.) from all player areas (player benches, fields, field goals, spectator bench) at the end of the rental. Failure to leave the facility in the condition it was found could result in staff cleanup fees being charged back to group/renter.
- Sunflower seed shells, orange peels and other organic waste must be collected and taken home for disposal or deposited in the facility waste receptacles.
- Group is responsible for being adequately equipped with their own first aid supplies. Contaminated or potential contaminated items (masks, athletic tape, sweat bands, mouth guards, medical gauze, bandages, adhesive bandages, clothing, etc.) must not be deposited in public garbage cans.
- Renter is responsible for providing own sports equipment.
- Loitering on park groups is prohibited after 11:00 p.m.
- Parents/Coaches are reminded that they are responsible for the proper conduct of their children/players while at the premises.
- Each visitor is responsible for his/her own personal health, medical, dental and accident insurance coverage. Please recognize and accept the risks inherent in the activity.

### **ADDITIONAL RULES AND REGULATIONS FOR ARTIFICIAL TURF PLAYING FIELD**

- Field and track use requires a permit except during advertised public times - trespassers will be prosecuted.
- Fouling's need to be reported immediately.
- Glass bottles or containers are permitted. Food is not permitted on turf including gum, sunflower seeds/nuts and chewing tobacco.
- Jewellery and/or other metal objects are not permitted
- Only team members and officials permitted on turf playing area
- Metal cleats, or screw in plastic cleats are not permitted. Muddy or dirty shoes/cleats are not permitted on the turf playing area
- Vehicles other than emergency response are not permitted
- Golfing, bikes, skateboards, scooters, rollerblades are not permitted
- Tents or equipment requiring posts or stakes are not permitted
- Amplifying sound equipment is not permitted unless by permit
- Animals are not permitted inside the fenced area
- Supervision of small children to ensure the infill material is not consumed. Do not eat on the artificial turf. Wash hands after playing on artificial turf.
- Avoid tracking turf infill material into the school or home (shake any visible rubber pellets off, or provide shoe/equipment cleaning areas before exiting the field)
- Protect exposed skin from direct contact with turf during hot weather events.

**PLEASE NOTE:**

Fillable Incident reports can be found online on the Township of Wilmot website [www.wilmot.ca/](http://www.wilmot.ca/) . Reports submitted online will automatically be forwarded to the appropriate person.

Section 1: DETAILS OF INCIDENT		
Name of the permit Holder:		Permit number:
Date:	Time:	# of participants:
Name of Person filling out Report:		Phone number:
Name of Facility Rented:	Description of Incident Location (ex: Front Right sided of stage)	
<b>Check the appropriate box to the describe incident:</b>		
<input type="checkbox"/> <b>Injury</b> (Please fill-out section 2)	<input type="checkbox"/> <b>Incident</b> - ex. fight, stole property, etc. (Please fill-out section 3)	<input type="checkbox"/> <b>Property Damage</b> (Please fill-out section 4)
<input type="checkbox"/> <b>Called 9-1-1</b>		<input type="checkbox"/> <b>Called the police</b> Police incident number:
<b>Describe how the incident occurred</b> (Do not write what you think happened, only what you know happened) add a separate sheet of paper if necessary and sign the bottom of the separate sheet of paper.		
Section 2: DETAILS OF INJURED PERSON (when done section 2 skip to section 5)		
First Name:	Last Name:	Birthdate:
Address:		Phone number:
<b>Describe the injury as detailed as possible</b> (signs and symptoms):		
<b>Describe the First Aid Treatment Provided:</b>		

<b>Section 3: INCIDENT REPORT</b> <i>(when done section 3 skip to section 5)</i>	
Describe the incident (try to be detailed in the order of events are you remember them):	
<b>Witness information:</b> (Fill-out more than one if here are more than one witness)	
Full Name:	Phone number:
<b>Witness Statement:</b> (Witness Describe the incident)	

<b>Section 4: PROPERTY DAMAGE</b> <i>section 4 fill out section 5)</i>	
<b>Check the appropriate box:</b>	
<input type="checkbox"/> Property belongs to the Township of Wilmot	<input type="checkbox"/> Property belongs to the facility renter
<input type="checkbox"/> Property belongs to a guest	
<b>Check the appropriate box:</b>	
<input type="checkbox"/> Property was damaged on arrival	<input type="checkbox"/> Property was damaged during rental
Name of damaged item:	
Describe the Damages:	

<b>Section 5: Other Information</b>	
<i>Remember to call the on-call number and report your incident. 519-465-0876</i>	
Name of Township staff you contacting to report the Incident:	Time:
Signature:	Date:
<b>Section 6: FOLLOW-UP FOR TOWNSHIP STAFF ONLY</b>	
Date of Call:	Time of Call:
Who did you speak to:	
Outcome of the call:	
Staff Review Signature:	
Managers Signature:	