



2022 Rental Guide Picnic Shelters & Outdoor Spaces

Table of Content:

Welcome.....	2
2022 User Fees.....	3
Spaces to Rent.....	4
Terms and Conditions.....	7
Guidelines and Regulations.....	9
Booking Process & Payment Options.....	11
Special Requirements.....	12

Nestled in the Township of Wilmot are a variety of outdoor picnic shelters that offer a great space to host family reunions, birthday parties, BBQ's and events alike. Weather permitting, these rentable spaces are available May through to October (Thanksgiving).

All grass, open field areas and playground equipment are considered public and are not included as part of rentable facilities.

Facility scheduling staff are very knowledgeable of our facilities and are happy to assist you with determining which facility best meets your needs.

If you are planning a licensed event, please contact the facility scheduler. Staff will also assist you by explaining the requirements of the Township of Wilmot Municipal Alcohol Policy as well as other municipal rules and regulations as it pertains to outdoor rentals.

To book a space or inquire about availability please call 519-634-9225.

Rates are per day
HST and Insurance not included

Small Picnic Shelter	
William Scott Park, St. Agatha Park	\$70.18
Small shelter + Ball Diamond or Soccer Field	\$103.05
Large Picnic Shelter	
New Dundee Park, Norm Hill Park, Petersburg Park, Sir Adam Beck Park	\$96.31
Large Shelter + Ball Diamond or Soccer Field	\$130.56
Other Outdoor Spaces	
Kirkpatrick Park Gazebo, New Dundee Bandshell	\$70.18
Heritage Park	\$216.35
Special Events (All parks)	\$420.45
Wedding Ceremonies/ Receptions	\$210.25

For a full listing of Wilmot Township fees and charges please visit:
www.wilmot.ca or the link below.

[2022 Fees and Charges](#)

William Scott Park Shelters (s)

75 Hunter Street New Hamburg

Features: Proximity to public washrooms, tennis & basketball courts, large public playground, grassy areas, boat launch and soccer fields. Soccer field(s) can be added to contract as an additional cost on the contract if available.



St. Agatha Picnic Shelter

1791 Erb's Road St. Agatha

Features: concrete shelter with picnic tables. Close proximity to large public playground, greenspace, washroom and baseball diamond. Baseball diamond can be added to rental contract as an additional cost if available



Large Picnic Shelters

Sir Adam Beck Park Picnic Shelter

215 Snyder's Road East Baden

Features: large wooden shelter with concrete base, large wooden picnic tables, close to public playground, large green space, public tennis courts, washrooms, & baseball diamonds. Ball diamonds, if available, can be added to the contract as an additional cost.



New Dundee Park Picnic Shelter
1370 Bridge Street New Dundee

Features: wooden shelter with concrete base, wooden picnic tables, close proximity to public playground, large green spaces, basketball court, volleyball net with sand, public washrooms



Norm Hill Park Picnic Shelter
251 Jacob Street New Hamburg

Features: Spacious wooden shelter with concrete base, large wooden picnic tables. close proximity to public playground, large green spaces, large outdoor walking/running track, & baseball diamonds. Short walk to public washrooms underneath Norm hill grandstands. Ball diamonds, if available, can be added to the contract as an additional cost. *Shared parking with ball diamond bookings



Petersburg Park Picnic Shelter
1338 Notre Dame Dr. Petersburg

Features: wooden shelter with interlocking stone floor, large wooden picnic tables. This shelter includes use of a kitchen with amenities (oven, hot water, sinks, fridge, counter tops etc). Close to a public playground, large green spaces, large concrete pad with two basketball nets, washrooms, & baseball diamonds. Ball diamonds, if available, can be added to the contract as an additional cost.

Kirkpatrick Park Gazebo

230 Wilmot Street New Hamburg

Features: Small gazebo with beautiful views of the Nith River and naturally occurring wildlife. A great location for wedding ceremonies, or pictures. Short walk to local attractions and New Hamburg Water wheel.



New Dundee Park Bandshell

1370 Bridge St. New Dundee

Features: Small Bandshell, freshly painted with new composite flooring. The band shell offers a great opportunity for small concerts, wedding ceremonies etc. Close to public washrooms and offers spacious grassy areas. Tables, chairs, or picnic tables not included.



Heritage Park

75 Hunter Street New Hamburg

Features: Green space with beautiful views of the waterwheel, Nith river and naturally occurring wildlife. A great location for wedding ceremonies, or pictures. Short walk to local attractions. Tables, chairs, or picnic tables not included.



Terms and Conditions- Park Rentals

Access to the facility is granted as per the arrangements made with the Township of Wilmot Facility Booking staff. The time required for the rental(s) is reflected on this permit, indicates the event start time and event end time. The time reflected must include any set up and clean up time. Access to the facility is not permitted prior to the event start time, the facility must be vacated by the end time indicated on this permit.

CANCELLATION

Cancellation of rental must be provided by the renter with a minimum of thirty (30) days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township thirty (30) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued for cancellations within the parameters of terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$35 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

Cancellations due to inclement weather can be rescheduled at no additional charge. A credit for time cancelled within these parameters can be held on the account for a maximum of 3 years.

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 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 a cancelled rental(s) shall not be payable. The Township will not be liable for any costs/damages as a result of a cancelled rental(s).

DAMAGE DEPOSITS

Damage deposits shall be applied in part or whole to any expenses incurred by the Renter as a result of damage or loss of the facility and or equipment during the rental and towards any penalties or extra staffing fees applicable. Should the damage and or penalties be more than the amount of the damage deposit, the Renter will be invoiced for the remaining amount.

INSURANCE & INDEMNITY

Insurance is required for all rentals. All permit holders must hold proof of Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and

against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

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.

The renter agrees not to hold, sponsor and promote any function deemed to be publicly or morally offensive or that in any way would contravene any Statute, Law or Regulation of the Government of Canada or the Province of Ontario.

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

Although, the renter is permitted to use the hall and kitchen facility and its appliances, the contents of the hall, p.a. system and kitchen (place settings, cookware, flatware, cooking utensils, etc.) are there for convenience only. It is the sole responsibility of the renter to supply all provisions necessary for a successful event/function.

If there is a power failure, water failure, breakdown of equipment or failure to provide satisfactory facilities for the operation of the hall in a manner satisfactory to the renter, thus resulting in their cancellation of all or part of a rental session, the renter shall not be obligated to pay the rent for such period of cancellation and The Township of Wilmot shall not be liable to the renter for failure to supply hall facilities by reason of any of such causes.

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

The consumption of alcoholic beverages/drugs or having open containers of alcohol in non-licensed areas or meeting rooms are NOT permitted in any Township of Wilmot facility.

Smoking/Vaping is NOT permitted in any Township of Wilmot facility as per the Smoke-Free Ontario Act (SFOA) 2017.

Anytime food is made available to the General Public (either sold or given away), the renter must contact the Region of Waterloo Public Health Department at (519) 575-4400.



Non-licensed gambling or gaming activities are not permitted.

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

GUIDELINES AND REGULATIONS

Rental fees must be paid in full, and all necessary documentation provided prior to your event. The mutual release of the contract will be on the receipt of payment of the balance owing and all required documentation having been received by the Township. Personal cheques will not be accepted for rentals occurring in less than 7 days. The renter is responsible for S.O.C.A.N. and Re:Sound fees, if applicable.

Effective January 1, 2020 the Township of Wilmot has banned single-use plastic drinking straws from municipal facilities, and will allow compostable drinking straws only. The Township also strongly encourages the use of re-usable, recyclable or compostable plates, cups, utensils and food containers in our facilities”.

The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found. Failure to leave the facility in the same condition will result in additional clean-up or damage fees levied upon the renter.

Excessive use of amplified/loudspeakers will not be permitted. The renter agrees to be respectful of surrounding neighbours’ and to minimize the sound of music and/or announcements whenever possible.

It is the Renters responsibility to ensure all guests in attendance are supervised, especially children.

Due to liability and insurance purposes, the facility must be cleaned up and vacated by the end time reflected on the permit. If the facility is not vacated, the renter will be invoiced for the additional time.

Use of open flames are not permitted in accordance with the Ontario fire code.

If having a BBQ on the premises it must be a minimum of 25 ft. away from any standing structure

Tents larger than 645ft² require the issuance of a building permit and inspection by the Development Services Department and/or the Fire Department. If your event requires the use of a tent(s) please ensure you contact the Development Services Department a minimum two (2) weeks in advance of the event to ensure sufficient time to secure your building permit.

Vehicles, activities, or equipment are not permitted on sports fields. Sports fields are for organized play only. The sports fields are NOT to be used for parking or other activities. Parking may only be in designated areas, and activities on the grounds must be approved by the Township of Wilmot.

Any special activity requests (i.e. Bouncy Castles etc.), must be submitted to the Township for Department approval at least 60 days in advance and will be subject to the Township requiring additional Liability Insurance specific to the Bouncy Castle etc. naming the Township of Wilmot as additional insured as well as any additional documentation or fees. In addition, we require staff from the Bouncy Castle company to setup and takedown, the Bouncy Castle and supervise the use of the Bouncy Castle for the duration of the event.

Excessive use of amplified/loudspeakers will not be permitted. The renter agrees to be respectful of surrounding neighbours' and to minimize the sound of music and/or announcements whenever possible.

Due to liability and insurance purposes, the facility must be cleaned up and vacated by the end time reflected on the permit. If the facility is not vacated, the renter will be invoiced for the additional time.

If a key is given to the renter to access the facility or premises and the key is lost or stolen, the renter will be charged the fee to re-key the facility or premises involved.

Clean up:

The renter must return the facility to conditions of cleanliness in which it was found. Any food, drink, and decorations must be removed at the end of event. Failure to leave the facility in the same condition will result in additional clean-up or damage fees levied upon the renter.

Renter is responsible to ensure that all garbage on lawns and on the playground is picked up before leaving. ALL food, beverages and decorations must be removed at the end of the event. Garbage is to be bagged and deposited in the garbage bins. It is required that the renter do a final walk around to ensure proper compliance to all the above.

Keys

If keys are required to access a Park or Outdoor Space facility (except for the Wilmot Recreation Complex location, as this is a staffed facility). Keys will be ready to be picked up at the Wilmot Recreation Complex customer service desk: 1291 Nafziger Road Baden as arranged with the Facility Scheduler

It is the renter's responsibility to ensure the keys are returned to the Wilmot Recreation Complex customer service desk, as arranged with the Facility Scheduler. Lost or stolen keys are subject to an administration fee to re-key the facility.

Incident Reporting- Fillable Incident reports can be found online on the Township of Wilmot website www.wilmot.ca. Reports submitted online will automatically be forwarded to the appropriate person.

Rental closing checklist and incident report are included in a separate attachment.

Failure to abide by any or all Terms and Conditions and Guidelines and Regulations 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. By signing this permit you agree to all of the above terms, conditions, guidelines and regulations.

Booking Process & Payment Options

Requests can be made in person at the Wilmot Recreation Complex, by phone 519-634-9225 or by email the Township staff related to your inquiry.

When a date and location have been determined, the following information is required to create an account and contract.

- Full name of the person who will be listed on the contract and responsible for the overall event
- Address
- Phone number
- Contact email
- Organization name and address (if applicable)
- Type of Event/Function
- Expected attendance
- Will alcohol be served at your event?
- Do you or your group have insurance
- Times required: inclusive of set-up & clean-up

Please note: The same name must be listed on all documentation (ie. Permit, liquor license, certificate of insurance and any other papers required).

Once the contract has been issued, please review, sign, and return along with the rental deposit. Deposits are determined by type event & location. The deposit is applied towards the overall rental fee. Completion of payment along with any outstanding documents, i.e.. Insurance, liquor license, is due 30 days prior to your rental date.

PAYMENT OPTIONS

- Credit card payments (by phone) can be made with Facility Scheduling Staff, Monday-Friday 8:30am-4:30pm
- Cash, Debit Card or Credit Card payments in person only at Wilmot Recreation Complex Recreation Complex, Monday-Friday 8:30am-9:00pm, Saturday 8:30am-5:00pm, Sunday 1:00pm-5:00pm
- Cheque payments (in person or by mail). Please make your cheque payable to the Township of Wilmot and note your Permit number on the front of the cheque. Cheques will not be accepted for rentals occurring in less than 7 days. In person only at Wilmot Recreation Complex, Mon-Fri 8:30am-4pm. If sending by mail, please send to:
Township of Wilmot - ATTN : Facility Scheduling 60 Snyder's Road West Baden, ON N3A 1A1

Your event (at the discretion of the Township of Wilmot) may be subject to additional licensing & requirements. The Township of Wilmot booking staff must be notified of any special activities at the time of booking such as, but not limited to:

- Alcohol Sales
- Merchandise Sales
- Bouncy Castles
- Food Sales
- Fundraising Activities

INSURANCE

- Liability insurance is mandatory for all Township rentals in the amount of \$2million and naming the Township of Wilmot <60 Snyder's Rd W Baden ON N3A1A1> as additional insured. As deemed by the Township, Special Events are subject to \$5million liability coverage and further requirements. If the event is licensed, further alcohol liability coverage is required.
- Certificate must be in the same name as the permit/ contract or organization name if applicable
- Insurance can be purchased through the Township of Wilmot as an additional cost on your contract. Event type and expected attendance #'s are required to provide a quote
- Please speak to a facility scheduler for further information regarding insurance purchased through the Township. (Game Day Insurance)

Contact us:

WILMOT RECREATION COMPLEX Administration Office – Arena side

1291 Nafziger Road (at Highway 7) Baden, ON N3A 0C4

Phone 519-634-9225 Fax Phone 519-634-9329

Office hours: Monday - Friday, 8:30 am to 4:30 pm – closed on weekends.

Customer service desk hours: Monday - Friday 8:30 to 9:00 pm; Sat 8:30am-5:00pm & Sun 1:00pm-5:30pm (Customer Service desk hours; subject to change)

For a full listing of Wilmot Township fees and charges please visit:

www.wilmot.ca or the link below

[2022 Fees and Charges](#)