



TOWN OF ATIKOKAN

Policy Title: RENTAL OF TOWN TENT	Date Issued: June 24, 2013	Policy Number: By-law #28-13
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Scope

This policy applies to any group, or person external to the corporation, wishing to rent the Town-owned tent.

Purpose

The purpose of this policy is to ensure rental fees are consistent, reasonable, and financially sustainable for the Town of Atikokan

Policy

- Rental will be on a first-come, first-served basis.
- The tent will only be available for events within the Town of Atikokan Town Site, as per attached map from the Zoning By-Law.
- Municipal events that require reserving the tent will take first priority.
- Rental application must be made to the Clerk's Department prior to event.
- Public Works will set up and take down the tent, inspecting for any damages at the same time.
- The user group will be responsible for the cost of all damages.
- All users will provide a Certificate of Insurance in the amount of \$1 million, ensuring that The Corporation of the Town of Atikokan is a named insured.

Rental fees for the tent will be as follows:

- Non-Profit/Charitable organizations - \$50.00 plus applicable taxes per event.
- Private Sector - \$500.00 plus applicable taxes per event

IN THE EVENT THAT A LOCAL BUSINESS/RESIDENT PURCHASES A TENT FOR RENT, THE TOWN WILL CEASE RENTAL OF THE TOWN TENT TO THE PRIVATE SECTOR.

This policy shall come into force effective June 24, 2013.

Acting Mayor _ Marj Lambkin_____

Clerk _Angela Sharbot_____

RENTAL OF TOWN TENT

RENTAL DATE: FROM - TO _____

NAME: _____

ORGANIZATION: _____

EVENT ADDRESS: _____

BILLING ADDRESS: _____

NUMBER OF DAYS REQUIRED: _____

RENTAL FEES: _____

G.S.T. _____

TOTAL RENTAL FEE _____

TERMS AND CONDITIONS: Public Works will set up and take down the tent. An inspection will take place at the time of take down. In the event Public Works has an emergency, setting up of the tent may be delayed or cancelled. Arrangements must be made via written request in advance and will be on a first come first serve basis. Along with the application, a sketch of where the tent will be located in reference to those buildings within 25 feet from the tent will be provided. The Rentee will be held responsible for any damage or loss that may occur while in possession of the rented unit and will be liable for all cost associated with replacement or repair of the damaged or lost unit.

An emergency will be anything that requires immediate attention and will be determined by the Public Works Foreman.

I HAVE READ AND AGREE WITH THE ATTACHED POLICY AND THE TERMS AND CONDITIONS.

DATE

SIGNATURE

For Internal Use Only

Date picked up _____

Date returned _____

**PLEASE PROVIDE A SKETCH OF THE TENT SHOWING ALL BUILDINGS,
BARRICADES, FENCING, E**