

Applicant Information	
Rental Contact Name:	
E-mail:	Phone #: (     )
Address:	Postal Code:

Facility Information	Include time required to set-up and take down.	
Requested Date (DD-MMM-YYYY):	Start Time:	End Time:
Approx # of Attendees (Max of 130)		Yes      No
Event Type: _____ Examples: Reunion / Baby Shower / Bridal Shower / Engagement Party / Stage & Doe / Birthday / Holiday Party		
1. Open to the public.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Food or drink being served.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Fundraising or soliciting.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Contact sports or activities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Amplified sound.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Selling or serving alcohol.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Gambling or games of chance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*The kitchen is for warming only.*

*\$5,000,000 Insurance Required*

<b>**Insurance Options</b> Please check the insurance option you will be using for your rental.	
<input type="checkbox"/>	<b>Option 1: Provide Own Insurance</b>
Valid certificate of appropriate General Liability Insurance must be submitted at the time of signing the permit. The insurance certificate must include: <ul style="list-style-type: none"> <li>• City of Hamilton named as additional insured.</li> <li>• Name of the person (group) appearing on the permit must match this name on the certificate.</li> <li>• Valid term dates to cover the rental dates requested.</li> <li>• Minimum coverage amount of \$2,000,000 per occurrence.</li> <li>• Signature of insurer's authorized representative.</li> </ul> <b>*Events including bouncy castles, inflatables or dunks tanks require evidence of insurance provided by a third party.</b>	
<input type="checkbox"/>	<b>Option 2: Purchase Insurance - <a href="https://duuo.ca/event-insurance/">https://duuo.ca/event-insurance/</a> selecting Valens Community Centre - Duuo Partner</b>
<input type="checkbox"/>	<b>Option 3: City of Hamilton offers insurance coverage for an additional fee. Ask the booking agent for more details or contact recreation.</b>
<i>Dependent of the option selected above, additional approval, fees and/or insurance may be required.</i>	
<b>***Special Occasion Permits</b> Required for events including alcohol and/or gambling.	
<input type="checkbox"/>	
To obtain, refer to: <a href="http://www.agco.ca/alcohol/guides/special-occasion-permit-guide">www.agco.ca/alcohol/guides/special-occasion-permit-guide</a>	

I acknowledge that the information provided is true and correct. I understand I will need to provide a minimum of 50% deposit upon requested date confirmation and remaining balance is to be paid within one week prior to the rental date.

**By signing and submitting this form, there is no guarantee of rental.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please note you can type your name in the signature line above, which will signify that the information you provided is true and correct and that you understand the rental payment information.)*