



Town of Sexsmith Ball Diamond Rental Policy

SUBMISSION OF INFORMATION

Completed application may be submitted electronically to reception@sexsmith.ca. Copies of the application will be forwarded to the CAO, Public Works Superintendent, and Bylaw Enforcement. For further information on the rental policy, contact the Town office at 780-568-3681 or reception@sexsmith.ca.

APPLICATION REQUIREMENTS

The application must be submitted at least one week prior to the event. It must be completed in full, with all required documents attached and signed by the applicant prior to submission. Fees must be paid at the time of submission of the application. Damage deposit return is contingent on satisfactory user conduct, an inspection of the venue, and the return of keys.

INSURANCE REQUIREMENTS

Commercial General Liability (including participant's coverage) is required for personal injury and/or death sustained by any person or persons and damage to property of others, for a limit of \$2 million dollars for events without alcohol and \$5 million with alcohol. Appropriate amateur sports insurance for Team or League with the applicable amounts is required. The Town of Sexsmith must be named as an additional insured and included in the "Cross Liability Clause". Proof of insurance coverage must accompany your application.

VEHICLE ACCESS

Vehicles are prohibited from driving on pathways, park service roads, or open spaces unless approved by the Town.

CAMPING

Camping is prohibited at Benville Park and/or the ball diamonds. Camping reservations may be made at Heritage Park Campground by booking online at www.campreservations.ca.

CONCESSION, BEVERAGE & FOOD SERVICE REQUESTS

The commercial provision of food and beverages must be identified at the time of application. Food and beverage must be served at the concession building. Beer gardens must be closed by 11pm and must operate within the designated area as approved by ALGC. Services must meet Alberta Health Services standards and requirements. Food trucks can purchase a daily business license for a fee at the Town office.

Applicants must submit an ALGC liquor license for operating Beer Gardens. Violators may be banned from future use.

EVENT SUPERVISION

The event organizer must ensure compliance with Noise Bylaw #719. Playing music should cease during quiet hours (10pm-7am). The event organizer is responsible for leaving the area clean and litter-free. The event organizer is also responsible for any property damage that may occur during the event. An on-site Event Supervisor must be appointed and be responsible for coordinating set-up and clean-up details. Citizens-on-Patrol and Peace Officers will be notified for patrolling the venues to ensure safety and to enforce bylaws.

COST OF APPLICATION

Tournament weekend rate: \$400
Non-profit Tournament weekend rate: \$200
Damage deposit: \$750
League fees: \$150 per team

AMENITIES AND ACTIVITIES

- Food Trucks: Contact the Town of Sexsmith for Business License.
- Food Services: Contact Alberta Health Services for a food handling permit (Tel: 780-513-7500)
- Beer Gardens: Contact ALGC (Tel: 780-832-3000) for Liquor License.



Town of Sexsmith

Ball Diamonds Rental Application Form

Applicant Information	
Name of the Organization/Applicant	
Nature of Organization <input type="radio"/> For-Profit <input type="radio"/> Not-for-Profit <input type="radio"/> Other	
Event Organizer Name	
Organization Address	City
Province	Postal Code
Phone Number (Daytime)	Email Address
Fax	
Have you booked the facility previously? <input type="radio"/> Yes <input type="radio"/> No	
Event day on-site Supervisor if different from the event organizer	
Supervisor Phone Number	Alternate Contact for the event
Event Information	
Event Name	
Start Date and time	
End Date and time	
Age Group of Participants <input type="radio"/> 17 years & under <input type="radio"/> 18 years & over	
Type of League/Tournament <input type="radio"/> Adult <input type="radio"/> Minor <input type="radio"/> Co-Ed <input type="radio"/> Female <input type="radio"/> Male	
Please describe planned activities:	

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act for the purpose of evaluating the permit application.



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Weather Contingency Plan (Please provide details)

Supply of the following items:

☐ **Additional Garbage Cans**

Provide details.

☐ **Portable Toilets**

You must arrange for portable toilets for your events at any location within the Town that does not currently have washrooms on-site, at your expense. Please contact the Superintendent of Public Works at 780-568-3070 regarding installation location and placement.

☐ **Tent, Canopies & Other Structures**

Certain structures may require a Building Permit. Contact the Town's Development Officer at 780-568-0215. Contact Public Works Department at 780-568-3681 for any ground penetration.

☐ **Beer Gardens**

Beer Gardens for alcohol consumption must be approved by ALGC and are allowed in a designated location within the site secured by a portable fence. Call Alberta Gaming and Liquor Commission for Liquor Licence at 1-800-272-8876. Submit a copy of your liquor license and applicable insurance to the Town.

☐ **Food & Non-Alcoholic Beverages**

☐ Sold ☐ Served

Special Event Food Vendor Notification must be filed with Alberta Health Services. Call 1-833-476-4743 for information.

☐ **Food Truck(s)**

Attach a list of all attending food trucks and a copy of the approved business license from the Town. Please ensure adequate liability coverage for the food vending activity.

☐ **Signage & Banners**

Certain promotional displays within the Town may require a Development Permit. Contact the Town's Development Officer at 780-568-0215.

Music

☐ Live ☐ Recorded ☐ Amplified

You may need a music license. Contact SOCAN at 1-800-557-6226 and/or ReSound at 416 -968-8870.

Security

☐ Yes ☐ No

On-site security for maintaining order at your own cost may be required for events with Beer Gardens.



Town of Sexsmith

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Other Terms and Conditions

1. Following fees and deposit, as applicable, must be paid by cash, debit or e-transfer with the application:
 - a) Tournament fee: weekend rate - \$400
 - b) Non-profit Tournament fee: weekend rate - \$200
 - c) Damage deposit - \$750
 - d) League fees - \$150 per team
2. Return of the damage deposit is contingent on satisfactory user conduct, an inspection of the venue, and the return of keys. Funds will be returned within one week from the end date of your event.
3. All monies owed to the Town must be paid in full prior to submission of this application.
4. Vehicles are only permitted on site for the unloading and loading of equipment. Vehicles may not remain on-site for the duration of your booking.
5. Camping is prohibited and RVs are not allowed on site. Camping reservations may be made at Heritage Park Campground by booking online at www.campreservations.ca.
6. The Noise Bylaw 719 of 1995 must be complied with during the event.
7. Playing of music must cease by 10pm.
8. Maintaining order and civility onsite are your sole responsibility. Trespassing or littering on public or private properties is prohibited.
9. Beer gardens must have minimal impact on surrounding subdivisions or any proximate ongoing event. They must close by 11pm.
10. Violations of any terms and conditions of this rental agreement will trigger expulsion, cancellation of the permit and/or enforcement action. Violators will be barred from any future rental.

Insurance

Attach a copy of your insurance that must list the Town of Sexsmith as additional insured

- ☐ \$2 million liability insurance is required for events without alcohol consumption.
- ☐ \$5 million liability insurance is required for events with alcohol consumption.

First Aid, Emergency Response (Please outline your plan or provision of first aid services)

Signature

I do solemnly affirm that all answers given, and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Sponsoring Group or Name of Applicant:

Signature

Date:

Town of Sexsmith Approval

Print Name:

Signature:

Date:

Sexsmith Ball Diamonds



