

REQUEST TO USE PROPERTY

130 Conservation Road, P.O. Box 10427 Thunder Bay ON P7B 6T8
 PHONE: (807) 344-5857 | FAX: (807) 345-9156 | info@lakeheadca.com | www.lakeheadca.com

PROPERTY INFORMATION		
REQUESTED PROPERTY TO BE USED (subject to availability):		
DATE(S) NEEDED:	TIME(S) NEEDED:	
TODAY'S DATE:		
PERSONAL INFORMATION		
LAST NAME:	FIRST NAME:	
COMPANY/ORGANIZATION NAME:		
ADDRESS:	POSTAL CODE:	TELEPHONE:
CITY:	PROVINCE:	MOBILE TELEPHONE:
E-MAIL:		
WEBSITE:		
EVENT INFORMATION		
TYPE OF EVENT (i.e. fundraiser, picnic, wedding ceremony, guided hike, education event, etc.):		
DO YOU INTEND ON FUNDRAISING AT THIS EVENT?		
<p>Y – If yes, a Permit is required from the LRCA Board of Directors, which will add to the processing time of this request.</p> <p>N</p>		
DESCRIPTION OF EVENT:		

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<p>EXPECTED NUMBER OF PEOPLE:</p>
<p>DO YOU REQUIRE A PICNIC SHELTER* TO BE RESERVED? *Available at Hurkett Cove, Silver Harbour, Mission Island Marsh, Little Trout Bay, Hazelwood Lake and Cascades Conservation Areas</p> <p>Y - \$25.00 +HST FEE REQUIRED (<i>PAID IN ADVANCE</i>) N</p>
<p>WILL YOU BE BUSSING PEOPLE TO AND FROM THE PROPERTY?</p> <p>Y - \$25.00 +HST FEE PER BUS REQUIRED (<i>PAID AFTER EVENT</i>) N</p> <p>PLEASE NOTE: There is a \$2.00 per vehicle Parking Fee that visitors are encouraged to pay upon entering a Conservation Area. If it is convenient, event organizers may collect this fee ahead of time and remit a single cheque to the LRCA in lieu of people putting the \$2.00 directly into the coin boxes. This fee is waived when a bus fee is being remitted, provided the bus fee remitted covers off the visitors to the Conservation Area.</p>
<p>DO YOU REQUIRE THE LRCA TO CONDUCT ANY ENVIRONMENTAL EDUCATION PROGRAMMING AT YOUR EVENT?</p> <p>Y – If yes, please contact the LRCA to discuss programs, rates and Staff availability.</p> <p>N</p>
<p>DO YOU INTEND TO HAVE SEATING SET UP ON SITE?</p> <p>Y N</p>
<p>DO YOU INTEND TO HAVE A TENT(S) SET UP ON SITE?</p> <p>Y – Proposed Tent Location: _____</p> <p>N</p> <p>PLEASE NOTE: You may be required to obtain a Locate (at your expense) in order to erect certain types of tents.</p>
<p>DO YOU INTEND TO USE A CATERER FOR FOOD ON SITE?</p> <p>Y N</p>

PLEASE LIST THE INTENDED ACTIVITIES TO BE CARRIED OUT DURING YOUR EVENT:

INSURANCE

You may be required to provide proof of liability insurance, depending on the type of event proposed. Single-Day coverage can be purchased through the LRCA's insurance policy. You will be notified if this is required for your request.

TERMS AND CONDITIONS

BY SUBMITTING THIS REQUEST, I AGREE THAT:

- The property must be left in the same condition that it was found.
- The LRCA is not responsible for any theft of or damages to articles stored on the property during your event.
- There is no overnight camping or fires allowed on any LRCA-owned properties.
- All signage, barricades, notices, etc., if required, are your sole responsibility.
- Note that Conservation Areas will not be closed to the public under any circumstances or for any reason, and that your event may not impede on the public's use of the Area.
- You are responsible for acquiring any other permits or permissions in relation to your event.
- All regulations as outlined in the Generic Conservation Area Regulations must be adhered to. They can be found at www.lakeheadca.com/conservation/conservation-area-regulations.
- You will provide the LRCA with a precise timeline of events set to occur on the property, including set up and take down times.
- Conservation Areas operate from dawn until dusk.
- If applicable, you will notify the general public within the area of the intended event if it is likely to disrupt traffic and/or parking in the area, or if the event is likely to cause higher than usual levels of noise.
- You may need to provide security for traffic control purposes, at your own expense.
- Permission to use LRCA-owned property applies only to said property; guests must not wander onto private property that may be adjacent to the LRCA-owned property.
- All pets present will remain on-leash at all times and will be picked up after.
- Any activities undertaken on LRCA-owned property are done so at your own risk.
- A fee for use of LRCA-owned property may be charged, depending on the type of event(s) and intended activities. (Payment in full required prior to event.)
- Permission to use LRCA-owned property may be subject to LRCA Board approval and may require a permit from the Board, depending on the type of event(s) and intended activities.
- Every effort will be made to ensure that the property is clean and garbage cans have been emptied prior to the intended event, due to limited staff. Staff will conduct an inspection of the property pre- and post-event.

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- A refundable security deposit may be required depending on the proposed event and/or location requested.

The foregoing statements are correct to the best of my knowledge and I understand that a misrepresentation on this form or any accompanying documents may disqualify this request. Note that certain requests may require up to 3 months processing time. If the request exceeds Management level approval authority, then the request may be brought before the LRCA Board of Directors at the request of the proponent.

DATE: _____

SIGNATURE: _____

PLEASE PRINT, SIGN THEN SUBMIT THIS COMPLETED FORM, ALONG WITH ANY OTHER REQUIRED DOCUMENTATION, TO THE LRCA IN PERSON, BY MAIL OR BY FAX.

OFFICE USE ONLY

INSURANCE COVERAGE REQUIRED FOR THIS EVENT?

Y – If yes, applicant must be notified. **N**

FEE FOR LAND USE REQUIRED?

Y – If yes, amount to be charged: _____ **N**

PERMIT REQUIRED?

Y – If yes, type of permit: _____ Cost: _____ **N**

APPROVED BY: _____ **DATE:** _____

Chief Administrative Officer

STAFF NOTES/ADDITIONAL CONDITIONS: