



Rotary Sunshine Park Rental Application

Contact Information SECTION 1

Main Contact _____

Name of Group/Organization _____

Address _____ City/Town _____ Postal Code _____

Phone Number (Home) _____ (Work) _____ (Cell) _____

Email Address _____

Alternate Contact _____ (Phone) _____ (Cell) _____

Type of Group: Guiding / Scouting Group Corporate Group
Other _____

Registered Non-Profit Group: Yes No
(Proof of non-profit status required i.e., non-profit #, documentation etc.)

Event Particulars SECTION 2

Type of Activity: Meeting Outdoor Activity (Specify) _____
Other _____

No Overnight Bookings

Third Party Vendor: Yes No Total number in Group _____

1st Choice Date _____ **2nd Choice Date** _____

Arrival Time _____ Arrival Time _____

Departure Time _____ Departure Time _____

Note: Minimum four (4) hour booking time required between the hours of 9:00 a.m. to 5:00 p.m., Saturday and Sunday.

Provide details about your activity (include any outside business that may be attending and may require insurance):

1. Payment must be made in full once booking has been confirmed. Please allow 1 week for processing.
2. All rental requests are booked on a **first-come, first-served basis**, subject to availability.
3. Once permit has been signed and payment received, the key to the facility can be picked up at the H.G.R. Mews Community Centre, 40 Mundy Pond Road, 30 minutes prior to the start of the rental time and must be returned within 1 hour of rental departure time. A \$50 Refundable Key Deposit is required at the time of key pick up and will be forfeited if the key is not returned within 1 hour of the departure time.
4. Users must begin and end their rental according to the times indicated on the approved Permit issued. The time period booked for must include the time required to set up and clean up.
5. A minimum of **two (2) weeks' notice** is required for cancellations.
6. **Alcoholic beverages are not permitted on the premises.**
7. The Chalet is a **SMOKE FREE** facility.
8. **NO PETS** permitted.
9. No personal bouncy inflatables allowed. If a bouncy inflatable is rented through a rental agency, an Insurance Certificate must be provided.
10. **No open fires permitted at Rotary "Sunshine" Park.**
11. Rental of the Chalet will include a patio deck with propane barbeque; kitchen with fridge; stove and dishwasher; large open room and washroom facilities.
12. User groups are responsible for their own set up and are required to leave the chalet in the same condition it was found.

13. User groups must supply their own cookware, cutlery, table- cloths/linens, and barbeque utensils.

I have read, understood, and agreed to the Terms and Conditions of Use as noted above, and I have the authority to bind the organization.

Signature _____ Date _____

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your park facilities rental request. Questions about the collection and use of the information may be directed to the Recreation Division Manager at 709-576-8499 / 576-8631 or recreation@stjohns.ca.

Contract Signed and Attached: Yes No
Booked on ActiveNet: Yes No

Permit No. _____

Please send completed form to: Recreation Division
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2 For further information:
Phone: 709-576-8415
Email: bnoseworthy@stjohns.ca

