



**JOHN L. JOSE ENVIRONMENTAL LEARNING CENTRE AND TIFFIN CONSERVATION AREA
BOOKINGS – EXTERNAL & INTERNAL**

8195 8th Line, Utopia, Essa Township
Ph: 705-424-1479 Fax: 705-424-2115

PART A – USER INFORMATION (PLEASE PRINT)

Organization/Individual _____ Date(s) of Use: _____
Address: _____ Contact: _____
_____ E-mail: _____

Telephone: Bus: _____ Other: _____ Fax: _____

Nature of Meeting/Property

Use _____

Number in Group: _____ Time – Start: _____ Finish: _____

Room Requested: C.W. Leach Auditorium Biffis & Family Environmental Lab (south - land)
 Pavilion Outdoor Classroom Camping Other

PART B – EQUIPMENT REQUIREMENTS (SEE REVERSE FOR COST(S))

EXTERNAL & INTERNAL USE

VCR P.A. System
Whiteboards Flip chart(s)
Overhead projectors Podium:

Internal Use Only
LCD panel

PART C – INTERNAL USER

Staff **Date**

PART D – EXTERNAL USER COMPLIANCE

I do hereby make application to use the above area as described, and in so doing, agree that the Nottawasaga Valley Conservation Authority, or its agents or officials shall, in no way, be held liable for any damage, injury or other accident or loss resulting from use of the above area; and do hereby accept full responsibility for any actions of this group which may be in contravention of the Regulations governing Conservation Areas; and, have read and will comply with the conditions noted on the reverse side of the application.

Contact Signature **Date**

PART E – TO BE COMPLETED BY DIRECTOR OF LAND OPERATIONS AND STEWARDSHIP SERVICES

Approved by: **Date:**

Amount Due: \$ _____

Please see reverse for "Conditions"

CONDITIONS:

1. Priority of use of the rooms in the John L. Jose Environmental Learning Centre shall always be provided to the Board of Directors and bodies thereof, and the contracted Education Program services of the Nottawasaga Valley Conservation Authority.
2. Meeting room reservations will be accommodated in accordance with approved room capacities.
3. Casal Catering, a registered catering company in the City of Barrie shall have exclusive catering rights to all events held at the John L. Jose Environmental Learning Centre and Tiffin Conservation.
4. All reservations must be made through Administration at 424-1479, ext. 221 and are subject to the following fees (per day), plus HST:

Rooms/Areas – External Costs:

C.W. Leach Auditorium (seats up to 100)	<input type="checkbox"/> \$600.00/day + HST Mon-Fri (8 hrs)
	<input type="checkbox"/> 300.00/half day + HST Mon-Fri (4 hrs)
	<input type="checkbox"/> 600.00/weekend flat rate + HST (Noon to 2 a.m.14 hrs)
Biffis & Family Environmental Lab (seats 25)	<input type="checkbox"/> 150.00/day + HST Mon-Fri (8hrs)
	<input type="checkbox"/> 80.00/half day + HST Mon-Fri (4 hrs)
	<input type="checkbox"/> 150.00/weekend flat rate + HST (Noon to 2 a.m.14 hrs)
Pavilion	<input type="checkbox"/> 100.00/day + 2.00/person +HST Mon-Fri 8hrs)
	<input type="checkbox"/> 50.00/half day + HST Mon-Fri (4 hrs)
	<input type="checkbox"/> 100.00/weekend flat rate + HST (Noon to 2 a.m.14 hrs)
Outdoor Classroom	<input type="checkbox"/> 100.00/day + HST Mon-Fri (8hrs)
	<input type="checkbox"/> 60.00/half day + HST Mon-Fri (4 hrs)
	<input type="checkbox"/> 100.00/weekend flat rate + HST (Noon to 2 a.m.14 hrs)
Other (site specific property use)	<input type="checkbox"/>

All facilities listed above

Evenings (3 hr minimum) all facilities \$30/hour + HST (3 hr. Minimum)

Group Campground \$5.00/person/day + HST

Equipment:

TV/VCR 25.00/day + HST

Overhead projectors 25.00/day + HST

Coffee Urn
(100 cup capacity, including cream/sugar/cups) 25.00/day + HST

TOTAL: _____

All agencies/organizations will be invoiced for the use of the rooms/equipment. In the event of cancellation a fee of \$25.00 will be charged. Two weeks notice of a cancellation is required.

STAFF USE ONLY:

Payment Terms: _____

Approved by CAO/Secretary-Treasurer _____

Finance Use only:

4. All use of rooms/areas must be completed by one hour past the reservation finish time. During the meeting, an appropriate representative of the organization will be responsible for ensuring that all meeting attendees remain in the vicinity of the assigned meeting room as circulation within the building is not permitted.
5. All external organizations must file with the Director, Land Operations and Stewardship Services, prior to the meeting date, an agenda or general details of the meeting to be held.
6. A \$500.00 damage deposit for large group events is required the day of the event. This deposit is 100% refundable following inspection after the event.
6. All users are responsible for the condition of the room/property/building. Failure to return the area to acceptable standards following the event may result in a maintenance charge against the user and/or withdrawal of future booking privileges. Users will be charged for any damages incurred. The primary contact person who reserved the room must report any damage to the Director of Land Operations and Stewardship Services at 424-1479 ext. 224 at the time of the occurrence.
7. Any additional equipment brought into the Tiffin Centre, must be approved by the Director, Land Operations and Stewardship Services, 424-1479, ext. 224 prior to use.

CONDITIONS: Camping, Pavilion and Outdoor Classroom, Property

- A) All available dates are open to approved Camping Groups. Please note that in emergency situations, reservations may be cancelled to accommodate a higher use priority. In this event, the NVCA is not responsible for securing alternate arrangement under such circumstances.
- B) All users are responsible for the condition of the areas. Failure to maintain the area in its original condition may result in a maintenance charge against the user and/or withdrawal of future booking privileges. Users will be charged for any damages incurred. The primary contact person who reserved the room must report any damage to the Director of Land Operations and Stewardship Services, or his designate. Supervisor of Land Operations 424-1479 ext 224 or 250 at the time of the occurrence or as soon as possible within working hours of 8:30a.m. to 4:30p.m., Monday to Friday.