



NVCA Use CUSTOMER #: _____ CONFIRMATION: _____
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Booking Contract – Children’s Birthday Party

John L. Jose Environmental Learning Centre
& Tiffin Conservation Area

8195 8th Line of Essa, Utopia, ON, L0M 1T0
Tel: 705-424-1479 — Fax: 705-424-2115 — outdoored@nvca.on.ca
www.nvca.on.ca

Part A – Contact Information

Please print or type.

Name of party organizer: _____
Mailing address: _____
Tel home: _____ bus.: _____ cell: _____
E-mail: _____

Part B – Event Information

Event date: _____ Start time: _____ End time: _____
Birthday child’s name and (new) age: _____
Number of child guests: _____ Number of adult volunteers (free): _____
Program selection(s): _____

Part C – Party Type & Costs

- 2-hour party - \$200 for up to 20 children (\$9.25/additional child) \$ _____
 - 3-hour party - \$300 for up to 20 children (\$13.50/additional child) \$ _____
 - ____ additional hour(s) at **\$100** each \$ _____
 - ____ hotdogs at **\$2** each (including those for adults) \$ _____
- TOTAL: \$ _____**

NVCA Use	Payment Received <small>Total cost due at time of booking.</small>	\$	Date Rec:	
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Part D – Special Considerations

1. Will guests be eating at the Tiffin Centre? Yes No

2. If yes, what is the type and source of the food, and what time would you like to serve it?

3. Please indicate any safety or medical concerns that staff should be aware of (e.g. allergies, asthma, epipens) or special needs that need to be accommodated (e.g. physical disabilities, learning disabilities), and the name of the child(ren): _____

4. Will you require use of all-terrain wheelchair(s)?
 Yes No If yes, how many? _____

5. Other considerations: _____

Part E - Terms & Conditions

Please review the following terms and conditions. Your signature is required on last page.

1. "Party room" refers to space provided in either the John L. Jose Environmental Learning Centre or the Tiffin Picnic Pavilion; the venue provided will be determined based on availability, weather conditions and renter preference.

2. Venue reservations will be accommodated in accordance with approved room capacities.

3. All reservations must be made by calling 705-424-1479 ext. 280 and are subject to the fees outlined in this document.

4. Renters wishing to employ the use of third party vendors (caterers, entertainers, etc.) must provide no less than five (5) working days' advance notice of the intention to do so, and provide specifics of what companies and services are being hired. Please note that large vehicles and delivery trucks may not use the laneway to the entrance of the Jose Education Centre and therefore deliveries may need to be unloaded at the north-west end of the boardwalk.

5. Alcoholic beverages are not permitted at children's birthday parties. To reserve a party or event involving the serving of alcohol, please contact the Communications Coordinator at 705-424-1479 ext. 254.

6. Renters should provide no less than five (5) working days' advance notice of the intention to bring a charcoal or large propane barbeque onsite, to rent the NVCA's charcoal barbeque, or to book a campfire lunch (hot-dog roast).

7. If desired, the renter or their caterer shall have use of the kitchen area of the Jose Centre or Picnic Pavilion to store, warm and serve pre-made food. All food must be prepared offsite with the exception of barbequed food or NVCA-facilitated hot dog roasts. At no time will deep fryers be used within the buildings. The NVCA does not supply dishes, glassware, flatware, utensils or linens. Kitchen use excludes the dishwasher. Garbage and recycling must be placed in the kitchen in the containers provided.
8. NVCA reserves the right to cancel campfire lunches if a fire ban is in place for the conservation area. The cost of the lunch will be refunded in full; party organizers will be responsible for planning/bringing a replacement meal.
9. Camp fires are not allowed at birthday parties unless they are 1) part of the programming selected or 2) part of a pre-arranged campfire lunch organized by NVCA.
10. Renters are responsible for planning and supervising the portion of the party to be conducted in the party room, as well as for providing, serving and cleaning up after food and beverages.
11. Payment in full is due upon booking. If an event is cancelled with two or more weeks' notice, the payment will be refunded minus a \$50 administration fee. If an event is cancelled with less than two weeks' notice, 50% the total amount paid (that is, 50% of the party cost) will be refunded.
12. All individuals booking NVCA facilities and/or equipment will be required to pay the balance by minimum two (2) weeks prior to the event.
13. Start and end times are to be clearly identified in advance. Renters may arrive no more than 30 minutes prior to the indicated start time to set up for the party, and may stay to clean up for no more than 30 minutes after then indicated end time. Failure to vacate the property at the agreed-upon time may result in a charge of \$50/half-hour.
14. Renters are welcome to decorate inside the party room as they see fit with the following stipulations: no nail holes or other permanent marring of surfaces is permitted; renters may not remove or alter NVCA property; decorations may not block or impede access to emergency exits and may not be hung from light fixtures, screens or other components that may become heated. These limitations are subject to change at any time.
15. All users are responsible for the condition of the property and the conduct of their guests. Failure to return the area to acceptable standards following the event may result in charges for repairs and/or cleaning. The contact person for the booking must report any damage at the time of occurrence to the staff person on duty.
16. Equipment and property of the renter or their third-party vendors is not protected against fire, theft, vandalism or other risks by the NVCA, and the protection of such, including procuring insurance if desired, is the responsibility of the renter.
17. Any additional equipment brought into the Tiffin Centre must be approved prior to use by the Manager of Lands & Operations at 705-424-1479 ext. 258. Additional charges may be levied if NVCA staff are required to install/set-up equipment.

Part F – User Agreement

This contract is not binding until signed by all parties.

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. I understand that if the NVCA is unable to offer the venue and/or items outlined herein for any reason, including but not limited to, fire, acts of God, accident, or technical problems, NVCA will refund all money received from the renter for those item(s), and shall have no further liability with respect to this agreement. The sole remedy for any actions or claims shall be limited to a refund whose total amount cannot exceed the total monies paid by the client under this agreement during the time preceding the date on which such liability arises.

Further, I 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 within the application.

Renter's Signature

Date

Part G – NVCA Authorization

Approved by:

Director,
Lands, Education and Stewardship Services

Date

If you require this document in an alternative format, contact NVCA at 705-424-1479 or admin@nvca.on.ca for more information.

Copy to: Admin/Comm Accts Receivable Env. Ed.