



WILLOW PARK FACILITY AND EQUIPMENT RENTAL

POLICY NO. 02-21

Purpose

To establish a policy for the orderly operation of the Willow Park facilities.

Definitions

“Barnwell Sponsored Event” means a community accessible event that the Village is organizing, hosting, or co-hosting with a charity or school.

“Pole Barn” is the covered pole barn structure over, and including, the pickleball concrete sport surface.

“Rental” means the exclusive use of Willow Park, Willow Park Place, the Pole Barn, and/or equipment specified in the rental agreement.

“Willow Park” is the whole of Willow Park including the playground, greenspace/grounds, Disc Golf course, Horseshoe pits, parking facilities, indoor kitchen, picnic tables, and Pole Barn. It also includes the bathrooms on the south side of Willow Park Place but excludes all other rooms within Willow Park Place.

“Willow Park Place” is that building sometimes known as ‘the old library’ which fronts 2 Street West and contains meeting rooms.

Policy Statement

The policy of the Village of Barnwell is to encourage full use of all Willow Park facilities and equipment via community, festival, social and athletic events.

Administration will make all attempts to accommodate reasonable requests for use of Willow Park and Willow Park Place and will apply the following order of priority to all bookings:

- Village of Barnwell Sponsored Events/Festivals
- Pickleball League scheduled play (applies only to mid-week or tournament bookings for the Pole Barn).
- Family and Community Support Services and Taber and District Community Adult Learning (applies to Willow Park Place only). Shall be referred to as “community support bookings” in fee schedule.
- All other requests for use will be approved on a first come, first served basis.

Barnwell Sponsored Events

Sponsorship for Barnwell Sponsored Events will, as a minimum, mean that all fees associated with the rental of facilities and equipment will be provided free of charge or at a significantly reduced rate to the requesting organization or individual.

Provision of this sponsorship opportunity is designed to facilitate and demonstrate the Village's commitment to supporting its residents and fostering community engagement. Types of events that may be eligible for sponsorship include but are not limited to:

- Barnwell Days
- Farmers' or Open-Air Markets
- Fundraising events for registered charities
- Events in support of ill, infirmed or indigent members of the community
- Disaster recovery staging area
- Community or school festival

For the purposes of this policy, administration may decide on a case-by-case basis if an event is eligible as a Barnwell Sponsored Event. Administration shall base this decision on applicability and benefit to the residents of the community and catchment area.

This designation shall not be extended to private, commercial, religious or political events or to organizations or events that are likely to reasonably offend residents of Barnwell.

Application for Barnwell Sponsored Events must be made using the Application for Event Sponsorship at Appendix C at time of booking.

Facility Rental Guidelines

All fees must be paid at the time of booking. The Village reserves the right to refuse payment by Cheque.

The Rental Agreement at Appendix A must be filled out and signed by the renter at time of booking. Photo ID will be required at time of rental.

On the day(s) of rental of Willow Park, the Village will post a sign that it is rented, however, the Village staff will not be responsible for ensuring others do not enter the park. The renter has the right to ask the person(s) to leave and phone the police if they do not cooperate. This does not include authorized users of Willow Park Place.

Renters are required to clean the kitchen and bathrooms thoroughly and to leave the facility in a condition that is acceptable to the Village. This includes removal of decorations, supplies, equipment, and the disposal of garbage and recycling in bins provided.

Golf Course Discs (16) are provided free of charge to all renters of Willow Park. Renters who wish to use the Disc Golf Course may pick up discs at the Village Office upon key pick-up. Discs must be returned when keys are returned.

Noise and Hours

For the purposes of this policy, Willow Park hours of operation are deemed to be 8:00 AM to 12:00 AM Midnight.

There is no proviso to allow for additional time outside the dates/times of rental for set up and tear down of any decorations or equipment and any such activity must occur during the hours of rental.

Renters and their guests are subject to all relevant Bylaws within the Village, including, the Noise Bylaw.

Willow Park is adjacent to a residential area and sound from the park may pose a disturbance to those residents. To mitigate the disturbance, renters are required to ensure that music, audio, and voices emitting from their guests or events are significantly lowered after 11:00 PM.

The 11:00 PM noise cut off notwithstanding, at any time Village of Barnwell staff or an official responding to a noise complaint find that an event is unreasonably loud, renters will be asked to reduce the level and may be fined under relevant Bylaws if they fail to respond.

Equipment Guidelines

All rental fees and damage deposit must be paid before rental.

Equipment will be stored in a separate shed for which the renter will be provided a key.

The Equipment Rental Agreement (Appendix B) must be filled out and signed by the renter at time of booking. Photo ID will be required at time of rental.

Renter is responsible for retrieving, setting up, and putting away all equipment rented.

Equipment will be inspected after rental and damage deposit will be refunded accordingly. Damage to the equipment includes but is not limited to; graffiti, dents, bends, breaks and stains.

Keys

Keys will not be issued prior to receipt of a signed rental agreement and payment in full.

Keys must be picked up at the Village office on the day of the booking. Should the rental fall on a weekend, keys must be picked up by 4:30 the day prior, or the last working day prior to the booking.

Keys must be returned to the Village office no later than 11:59 AM the first working day after the rental. Keys may be dropped in the mail slot on the front North-East corner of the Village Office.

Fees and Charges:

Facility Rental	2022	2023	2024	2025
Willow Park (Full Day)	\$375	\$400	\$425	\$450
Willow Park (Half Day - Max 4 hours)	\$225	\$250	\$275	\$300
Willow Park Place (Full Day)	\$75	\$80	\$85	\$90
Willow Park Place - Daytime (until 5pm)	\$50	\$55	\$60	\$65
Willow Park Place – Evening (after 5pm)	\$25	\$30	\$35	\$40
Willow Park Place - Hourly Rate	\$13	\$15	\$17	\$19
Community Support Bookings	As determined by administration			
Barnwell Sponsored Events	Free			
Equipment Rental (per event)	2022	2023	2024	2025
Metal Chairs (stack of 25)	\$25	\$25	\$30	\$30
Banquet Tables (stack of 10)	\$30	\$30	\$35	\$35

Damage Deposits

- Willow Park: damage deposit is equal to amount of rental fees
- Willow Park Place: damage deposit is \$100 per event
- Equipment: damage deposit is \$100 per rental of tables and chairs if no facilities are rented. Damage deposit for equipment rentals are deemed included in facility damage deposits.
- Damage Deposits from cancelled bookings may not be carried forward to future bookings.
- Damage deposits will be returned after a thorough inspection of the facility and/or equipment has been conducted by Village staff.

Cancellations and Refunds

- Facility Rental Cancellation:
 - adequate notice: refund in full including damage deposit less a \$25 booking fee
 - less than one week before rental date: refund 50% of the rental fee and 100% of the damage deposit.

- o less than two days before rental date: no refund of rental fee, but 100% of the damage deposit.
- o Inclement weather will not be accepted as a reason for cancellation of the event with less than two days' notice.
- o Should the Village subsequently rent a facility on a date/time for which a cancellation was received, the original renter will be entitled to a full refund of rental fees regardless of when the cancellation occurred.

Equipment Rental Cancellation:

Provided the Village receives notification of cancellation no later than one full business day prior to date and time of rental, all fees and damage deposits will be refunded.

A re-stocking fee of 10% of rental fees will apply in all other cases and will be retained by the Village at time of issue of refund.

Indemnity and Licensing

The Village of Barnwell will not be liable for any accident, injury or damage to personal items while renting either Willow Park, Willow Park Place or equipment.

The Renter must abide by all local Bylaws and Provincial and Federal Laws. The Renter is responsible to be aware of, and for strict compliance with, Alberta Health Services guidelines, Provincial Fire Code, and Alberta Gaming and Liquor Commission guidelines.


The Renter is responsible for obtaining and complying with any and all licensing required by provincial or federal statute.

The Renter is solely and fully responsible for replacement or repairs of any loss, theft, or damage to the facility or equipment rented during the term of the rental contract.

Policy Nos. 04-19 and 01-18 are hereby rescinded.

	Date	Resolution #
Approved	18 December 2021	169/21
Amended		
Amended		


MAYOR


ADMINISTRATOR



**WILLOW PARK
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APPENDIX A – FACILITY RENTAL AGREEMENT

Name of Person/Group Booking Event: _____
Name of Contact Person (if different): _____
Phone #: _____ Type of Function: _____
Mailing Address: _____

Date(s) Required: _____
Start Time: _____ End Time: _____

Facility required: _____ Golf Discs? Y / N

The Renter agrees that the Village of Barnwell shall not be liable or responsible in any way for any loss, damage, or injury to any property belonging to the Renter, or to any agent, employee, or invitee of the Renter. The Renter further agrees that the Village shall not be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Renter, or any agent, employee, or invitee of the Renter, or to any person that may enter the rented areas.

The Renter agrees to indemnify and save harmless the Village from any and all liabilities, fines, suits, claims, demands, and actions of any kind or nature which may be brought against the Village, its agents or employees, arising out of this rental agreement and that the indemnification shall survive the termination of this contract.

The Renter agrees to ensure that the rented areas are left in a clean condition acceptable to the Village and acknowledges that failure to do so may result in additional charges for clean-up performed by the Village.

The Renter must abide by the Willow Park Facility and Equipment Rental Policy, all local Bylaws, as well as Provincial and Federal laws, statutes, etc. Alberta Health Services and Alberta Gaming & Liquor Commission guidelines and Provincial Fire Code must be strictly complied with at all times.

The Renter accepts full responsibility for replacement of, or repairs to, any lost, stolen or damaged Village owned property or equipment should that loss, theft, or damage occur during the term of the rental contract.

Renter acknowledges that they have been provided with a copy of the Willow Park Facility and Equipment Rental Brochure detailing fees, hours, noise (if applicable), and cleaning procedures for the facility or equipment they have rented.

Renter agrees to contain all loud noises i.e. loud music, partying, generators, etc after 11PM as a courtesy to the residential neighbours.

Signature of Renter: _____ Date: _____

Fees Paid Receipt #: _____ Type of ID: _____

Approved by: _____



**WILLOW PARK
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APPENDIX B – EQUIPMENT RENTAL AGREEMENT

Name of Person/Group Booking Equipment: _____

Name of Contact Person (if different): _____

Phone #: _____ Type of Function: _____

Mailing Address: _____

Facility/Address where event will take place: _____

Date(s) Required: _____

Start Time: _____ End Time: _____

Equipment	Available	Required
Chairs – metal stacking (stacks of 25 or 50)	400 total	
Tables – 96x30 (stacks of 10)	40 total	

Note: equipment fee is assessed per item but must be rented in stacks

The Renter agrees that the Village shall not be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Renter, or any agent, employee, or invitee of the Renter, or to any person that may utilize the rented equipment. The Renter further agrees to indemnify and save harmless the Village from any and all liabilities, fines, suits, claims, demands, and actions of any kind or nature which may be brought against the Village, its agents or employees, arising out of this rental agreement and that the indemnification shall survive the termination of this contract.

The Renter agrees to ensure that the rented equipment is returned in a clean condition acceptable to the Village and acknowledges that failure to do so may result in additional charges for clean-up performed by the Village.

The Renter accepts full responsibility for replacement of, or repairs to, any lost, stolen or damaged Village owned property or equipment should that loss, theft, or damage occur during the term of the rental contract.

Equipment rented may be removed from Willow Park. Renter is responsible for coordination for and any fees associated with the safe transport and return of any equipment rented within this contract.

Renter acknowledges that they have been provided with a copy of the Willow Park Facility and Equipment Rental Brochure detailing fees and cleaning procedures for the equipment they have rented.

Signature of Renter: _____ Date: _____

Fees Paid Receipt #: _____ Type of ID: _____

Approved by: _____



APPENDIX C – APPLICATION FOR BARNWELL SPONSORED EVENT

A Barnwell Sponsored Event means a community accessible event that the Village is organizing, hosting, or co-hosting with a charity or school.

If you want to partner with the Village and believe you may qualify as a Barnwell Sponsored Event, please complete the following:

Name of Person/Group Requesting Sponsorship: _____

Phone #: _____ Email: _____

Name of Event: _____

Brief outline of event and request:

When are you available to discuss this request? _____

Best way to reach you: _____

Acknowledgements, if approved:

- I understand that the Village of Barnwell will list this event on their calendar as a Barnwell Sponsored Event.
- I confirm that I will acknowledge the Village's sponsorship in any public media releases or platforms associated with this event.
- I may be required to complete a separate Facility and Equipment Rental Agreement or Memorandum of Understanding depending on the nature of the sponsorship.

Signature of Applicant: _____ Date: _____

Signature of Administrator: _____ Approved / Not Approved