**City of Welland**
**Celebration Hall Location:** 16 Townline Tunnel Road, Welland, ON L3C 2T4
**Mailing Address:** 145 Lincoln Street, Welland, Ontario L3B 6E1
Phone: 905-735-1700
Website: https://www.welland.ca
Email: schedulingadmins@welland.ca

# WELLAND INTERNATIONAL FLATWATER CENTRE HALL RENTAL BOOKING FORM

## ORGANIZER INFORMATION *(CONTACT PERSON MUST BE ON SITE THE DAY OF THE EVENT)*

| | | |
|---|---|---|
| Organization: | | |
| Address: | City: | Postal Code: |
| Contact #1 Name: | Position: | |
| Email Address: | Contact Number: | |
| Contact #2 Name: | Contact Number: | |

## EVENT INFORMATION

| | |
|---|---|
| Name of Event: | |
| Date(s) of Event: | Location of Event: |
| Event Start Time(s): | Event Finish Time(s): |
| Arrival Time of Contact Person(s): | Clean Up Time to End *(doors to be locked):* |
| Expected Attendance: | Alcohol to be served? *(if yes, a copy of Special Occasion Permit is required):* |
| Additional Information: | |

## ITEM REQUEST LIST

| | 2026 Rate | # Required | Cost |
|---|---|---|---|
| WIFC Venue Daily Rental (excluding holidays) | $ 566.00 | | $ |
| WIFC Venue Hourly Rental | $ 71.00 / per hour | | $ |
| **EQUIPMENT:** | | | |
| Black Folding Chairs (max 90) | No Charge | | - |
| 8' Plastic Tables (Indoor use only); user to provide linens (max 30) | No Charge | | - |
| Multi Coloured Muskoka Chairs (max 22) | $ 4.00 / per chair | | $ |
| 8' Plastic Tables (Outdoor only); user to provide linens (max 10) | $ 12.00 / per table | | $ |
| Round Cruiser Tables; user to provide linens (max 10) | $ 12.00 / per table | | $ |
| Fencing (Grey Metal, 8 foot sections) | $ 13.00 / per piece | | $ |
| Garbage Drums (outdoors) | $ 13.00 / per drum | | $ |
| Picnic Tables (outdoors) | $ 17.00 / per table | | $ |
| *Use of additional tables and chairs is permitted at the WIFC. Such items will be used at the sole responsibility of the Event Organizer | | Subtotal | $ |
| | | Total with HST | $ |

## BOOKING INFORMATION

***FACILITY RENTAL HOURS***

Please be advised that all rentals at this facility are available between 7:30 am and 1:00 am. These hours cannot be extended.

***INSURANCE***

The City of Welland requires the "User" to provide General Liability Insurance to use the Venue. The "User" shall, without limiting its obligations or liabilities herein and at its own expense, maintain general liability insurance with the limit of not less than Five Million Dollars ($5,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the "User's" employees, event, participants and volunteers and Corporation of the City of Welland as additional insured with respect to liability arising out of the use of the property belonging to the City of Welland by the "User". If alcohol will be served, liquor liability should be included as part of the coverage.

***ALCOHOL***

The serving and or sale of alcohol may be permitted upon written agreement with the WIFC.
The User has one option for consideration of the sale and or service of alcohol, namely:

- "The User may choose to apply, of their own accord, for a Special Occasions Permit through the Alcohol and Gaming Commission of Ontario, available at your local A.G.C.O.". The User will be held responsible to follow their liquor license rules at all times during the rental period, and for any liability or damages that occur during the event due to consuming alcohol during the rental period. The City of Welland reserves the right to revoke at any time the right to serve alcohol if upon inspection by the WIFC, the User is found to be in contravention or attempting to influence City of Welland serving staff to break any liquor license policies or rules. No alcoholic beverages may be brought into or taken out of the event by participants or guests.

***EMERGENCY ROUTES***

At all times emergency routes to and through the venue must remain open, maintaining a minimum vehicle width of fourteen (14) feet. The City of Welland has the right to tow any vehicle that has not been removed from these emergency routes, at the expense of the User or Owner of the vehicle.

The City of Welland will not be held responsible for any losses, damages, or injuries to persons or property of the User, or the User's participants and volunteers. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held at the venue, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this Agreement. The User will be responsible for the control and supervision of the people in attendance during the use of the venue to ensure no harm is done to persons, property, equipment or any and all items/equipment pertaining to the venue.

The User agrees to abide by this Agreement and acknowledges having received a copy thereof. The User will be held financially responsible for any damage to the venue or equipment, which occurs during the User's use of the venue.

| Signature: | Date: |
|---|---|

## OFFICE USE

| Date Received: | Received By: |
|---|---|
| Notes: | |