



**Gage Park Tropical Greenhouse
Rental Application**
City of Hamilton, Forestry and Horticulture Section
www.hamilton.ca/tropicalhouse

Date Received: _____	Staff: _____
Follow-up Needed: _____	
Approved: _____	

Applicant Information:	<input type="checkbox"/> Resident	<input type="checkbox"/> Commercial/Non-resident	<input type="checkbox"/> Community Group	<input type="checkbox"/> Internal Dept
Organization Name				
Rental Contact Name			Phone	
E-mail			Address	
City			Postal	
Rental Purpose			Expected Attendance: (max is 80 people)	Adults <input type="text"/> Youth <input type="text"/>

Rental Type	Date of Rental	No. of Hours	Start & End time <i>includes setup/take down</i>	\$ / Hour	Total
Event - between 5pm and 10pm (2 hour min) (tables and chairs provided upon request)				\$115.00	
Photos - between 9am and 4pm (1 hour min) (greenhouse is open to the public)				\$132.50	
Photos - between 5pm and 7pm (1 hour min) (greenhouse is closed to the public)				\$177.50	
				Subtotal:	
				13% HST:	
Insurance: 1-25 people, no alcohol				\$35.00	
Insurance: 26-100 people, no alcohol				\$70.00	
Insurance: 101-250 people, no alcohol				\$150.00	
Insurance: 1-25 people, alcohol being served (license required)				\$135.00	
Insurance: 26-100 people, alcohol being served (license required)				\$170.00	
Insurance: 101-250 people, alcohol being served (license required)				\$250.00	
Number of Tables Needed: <input type="text"/>	Number of Chairs Needed: <input type="text"/>		Subtotal:		
Max 15 Tables (30" x 6'), 6 Chairs per table					
<ul style="list-style-type: none"> • Payments can be made at any Municipal Service Centre location. • Applications and confirmation of payment must be received 15 business days prior to event/photo date. If payment in full has not been received, the booking will be canceled. 				13% HST:	
				Total Payment:	

Rental Activities <i>Selecting yes may require additional approval, fees and/or insurance</i>			If yes, please explain below:
1. Will you be selling food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Involve fundraising or soliciting donations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Require selling tickets or merchandise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Include serving or selling alcohol?	Yes	No	\$5 Million Insurance Required and Special Occasion Permit Number:
5. Involve gambling or games of chance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Special Occasion Permit Number:
6. Involve amplified sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

I acknowledge that the information provided is true and correct. I have reviewed the terms on the back of this form and understand the full terms and conditions of this rental.

Signature of Applicant: _____ Date: _____

This form can be signed and submitted when opened in Adobe Acrobat. Click SEND FORM to automatically compose a new email with this form attached

SEND FORM

ERASE FORM

The City of Hamilton's Horticulture Section is committed to ensuring the inclusion of individuals with disabilities. If you require any accommodations, assistive devices, or this form in an accessible format, please contact tropicalhouse@hamilton.ca

Non Permitted Uses

The following uses are not permitted within the rental space:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party. This excludes the use of public broadcasts or radio
- Amplified sound or activities which can be heard outside of the permitted space
- Cooking food
- Attendance which exceeds the posted room capacities (80 people)
- Smoking or vaping within rented space, or on City property
- Alcohol or gaming, unless in specified facilities and appropriate licenses are obtained
- Use of amenities other than the area rented
- No latex or helium filled balloons
- No persons shall walk in or enter plant beds or water features (personal injury could occur from some plant species)
- Any acts of violence, as outlined in the City of Hamilton's Zero Tolerance Policy (CS-05-28), are not permitted by any means and will result in immediate ejection from the facility
- Any use of outside space requires a permit, for inquiries, email facilitybooking@hamilton.ca or call 905-540-5590

Cancellations/Changes

Cancellations/Changes are subject to the following terms:

- Written notice 10 business days prior to event/photo date is required
- Refund will be provided if appropriate notice is given, less a 10% administrative fee
- Refunds for cancellations received with lesser notice will not be issued

Minimum Time

- Event Rentals must be at least 2 hours in length
- Photo Rentals must be at least 1 hour in length

Supervision of Space

The renter is responsible for ensuring appropriate supervision of space, including:

- Ensuring at least 1 adult is present for every 10 children for activities
- Activities conducted are safe, non-contact manner, and equipment is used safely and as per its intended use

Set Up/Take Down/Clean Up/Damages

The renter is responsible for all set up, take down, and cleaning of spaces rented and must:

- Set up, take down and clean up activities must be completed within the rental time
- Extra fees will be applied if rental occurs outside of permitted time
- Clean up any decorations, wrapping, spills, or outside equipment brought into the space using the supplies and garbage provided, and return the space to original condition. Extra charges will be applied if not completed
- Additional fees will be applied where damage to facility and / or plant material is caused by the renter
- All events must vacate the rental space by 10pm, to ensure staff are able to close the facility at 10pm

Termination of Agreement

- Permits are subject to termination from the City of Hamilton in unforeseen circumstances or facility closures. Refunds will be provided, however no further compensation for losses will be given.
- Permits are subject to termination from the City of Hamilton if the terms and conditions of the rental are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

For Internal Use Only

Payment Received

Calendar Confirmation

Insurance Provided

Special Provisions:

Completed By (OSR): _____