



COAL DIAMOND SPORTS PARK & CAMPING AREA

RENTAL PACKAGE

- ✓ RENTAL POLICY
- ✓ FEES
- ✓ APPLICATION FORMS
- ✓ MAJOR EVENT

**VILLAGE OF WABAMUN
POLICY MANUAL
SECTION: ADMINISTRATION
POLICY xx: COAL DIAMOND CAMPING AREA**

MOTION:

EFFECTIVE DATE:

1. GENERAL POLICIES

- a) All fees and charges for the Coal Diamond Camping Area are listed in the Master Rates and Schedule Bylaw.
- b) Proof of Liability Insurance is required.
- c) The Security Fee is required to confirm a booking and reserve the camping site.
- d) The Security Fee will be processed as a damage deposit at midnight of the day rental begins.
- e) An inspection of the camping area will be completed with the Village designate before and after each event and the report signed off by both parties prior to the approval of use.
- f) The damage deposit shall be used to offset any costs to the Village for damages, destruction, or loss of property caused during the rental as noted on the final inspection report.
- g) Charges in excess of the damage deposit will be charged directly to the renter and the invoice shall be processed within ten (10) business days. Full payment by the renter is required within thirty (30) days to avoid penalty.
- h) Any non-payment of monies owed will result in enforcement action.
- i) Do not harm the trees or grass area: pouring hot fat on to the ground, nailing into the trees, chopping branches to use as cooking sticks, dropping live cigarette butts, etc. is not permitted.
- j) Camp fires must be contained in the fire pits, which may stay where located, with a bucket of water and/or sand readily available to extinguish a fire or use in an emergency.
- k) The Village does not supply firewood.
- l) Any equipment or items the renter brings on to the site is solely the responsibility of the renter and shall be removed at the end of the event and prior to final inspection. The Village will not be held responsible for lost, stolen or damaged personal items.
- m) If there is a fire ban called for the Village of Wabamun, you cannot burn or light a campfire.
- n) The renter is responsible for their guests' behaviour and shall ensure all activity is contained within the campground area NOISE.

2. CANCELLATION POLICY

- a) Cancellation notice of up to thirty (30) days prior to event date shall be acceptable and the full Security Fee will be returned to the payee named on the application.
- b) Cancellation notice of less than thirty (30) days prior to event date shall be subject to an Administration Fee.
- c) Failure to submit payment in full to the Village Office by the last business day prior to the booking shall be considered as cancellation notice and the full Security Fee will be retained by the Village.

ALL RENTERS OF THE HALL WILL BE REQUIRED TO SIGN A REGISTRATION FORM STATING THEY HAVE RECEIVED, READ, AND UNDERSTOOD THE REGULATIONS OF THIS POLICY



RENTAL FORM COAL DIAMOND SPORTS PARK CAMPING AREA

Our policies are to help make your stay with us as pleasant, safe and memorable as possible. Please familiarize yourself with these policies and ensure your party travelling with you is informed. Not following policies may result in eviction and forfeit any future visits.

The Village of Wabamun operates and maintains the Coal Diamonds Sports Park, and thus, municipal bylaws and policies will be enforced. For special events, the Village of Wabamun may designate an individual to monitor and oversee the camping area.

1. A deposit/pre-authorized credit card is required in order to confirm your rental. This deposit will serve as both a retainer and damage deposit. This amount will be refunded to the rentee signed below within 10 working days of the rental date provided there are no damages. If any damages have occurred, the Village will retain part or all of said damage deposit, depending upon the severity of the damage and the replacement or repair value of the damages. Any damages beyond the value of the above deposit will be the sole responsibility of the rentee signed below.
2. The rental fee of is due in the form of cash, credit/debit card, certified cheque, or money order, no later than thirty (30) days prior to the rental date, unless authorized by the Village of Wabamun.
3. The rentee agrees to remove all items that have been brought in, including all garbage, fire pits, unused firewood, etc. Failure to do so will result in the Village retaining part or all of the damage deposit. Garbage may be placed in the dumpster provided. If one is not provided, garbage can be placed in the dumpster located behind the Village Office (5217 – 52 St.).
4. The Village does not provide firewood, although the rentee may bring their own.
5. The rentee agrees to keep all fires contained in fire pits. Local fire bylaws must be adhered to, including any local fire bans.
6. **Fireworks are strictly prohibited in the Village of Wabamun without a permit.**
7. "Quiet time" is from 10:00 p.m. to 8:00 a.m., but excessive noise or abusive language will not be tolerated at any time.
8. Pets are welcome in the park providing they are on leashes at all times and cleaned up after.
9. Failure to meet payment requirements constitutes cancellation on the part of the rentee. Cancellations may be made up to 30 days in advance with no penalty. Cancellations less than 30 days in advance will be subject to a \$75.00 penalty. This will be retained from the rentee's deposit.
10. **Alcohol must be confined to the camping area.**

11. In the event the camping area is unsuitable for camping or inaccessible for vehicles as a result of poor weather, the parking area may be used as an alternate location. The Village reserves the right to make this decision at any time prior to the arrival date.
12. A \$30.00 per hour charge for cleaning will be incurred if any of the above conditions are not met.
13. All campers must be registered prior to entering the campground. Registration is done through either the Village of Wabamun Office, or with the rentee.
14. **Emergencies**
In case of emergency, please dial **911**. For less serious incidents, please contact:
Seba Beach Protective Services: 780-797-3081 or 780-920-0195
RCMP: 780-968-7267

By signing below, I have read and understand all conditions and regulations stipulated above, and agree to abide by such.

Rentee's Name (Please Print)

Village of Wabamun Representative (Please Print)

Rentee's Name (Signature)

Village of Wabamun Representative (Signature)

Date: _____



MASTER RATES AND SCHEDULES BYLAW
SECTION 4: RECREATION
APPENDIX A: COAL DIAMOND SPORTS PARK
RENTAL FEES

REFERENCE MOTION NO: 13-019

EFFECTIVE: January 14, 2013

PURPOSE: To establish fees for the rental of the Coal Diamond Campground and Ball Park area.

REGULATION: This campground is a group site and will be rented to one group at a time with one person designated as responsible for the applicable fee(s) and site activity. The two ball fields and soccer field will be included with the campground as one rental package. Both rental rates (a + b) are for weekend use: either Friday 4pm – Sunday 2pm OR on a long weekend with an official statutory holiday attached Friday 4pm – Monday 2pm

REGULAR BOOKING FEES

- a) Sports Park \$1000.00 + GST for weekend rental to public functions (where a fee is charged out by the renter to attend an event, festival, tournament, etc. or for the use of a campsite)
- b) Sports Park \$ 250.00 + GST for weekend rental to private functions (family reunion, graduation, birthday party, and other similar events where a fee is not charged out by renter and the event is not open for the public to attend)
- c) Security Fee* \$250.00 (required to reserve site)
- d) Administration Fee \$50.00 Applicable to Section a) only and Non-Refundable

*The security fee will be processed as a damage deposit upon the day rental begins and used to offset any costs to the Village for damages, destruction, or loss of municipal property caused during the event and the responsibility of the party renting the Coal Diamond Sports Park.

VILLAGE OF WABAMUN
ADMINISTRATIVE MANUAL

PART: Community Services

POLICY NO: R:2

SECTION: Coal Diamonds Sports Park

PAGE: 1 of 4

POLICY SUBJECT/TITLE: FEES AND CHARGES

EFFECTIVE DATE: SEPTEMBER 5, 2000

POLICY

Wabamun Coal Diamonds Sports Park shall be operated under the following rules and costs.

REGULATIONS

REGULAR BOOKINGS

1. All bookings are to be for a two-hour block per diamond.
2. Village based teams including incorporated municipalities within the boundaries of Wabamun.

ADULT: \$15.00 per block
CHILDREN: \$ 7.50 per block
3. Non-Village based teams

ADULT: \$20.00 per block
CHILDREN \$15.00 per block
4. Age Limits

ADULT: 17 years and over
CHILDREN: 16 years and under
5. Cancellation Policy

No refund will be given in the event of a cancellation of games for non-weather related reasons. This will not apply to tournaments.
6. Village sponsored games may have fees waived.

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EFFECTIVE DATE: SEPTEMBER 5, 2000

7. Rainout

Full games cancelled due to a "rainout" may be rescheduled at no additional cost, or refunded at the discretion of the Village. No refund will normally be given for "rainout" of games which are already in progress.

TOURNAMENT BOOKINGS

1. Fees

- a. Village based teams - \$60/diamond/day
- b. Non Village based teams - \$75/diamond/day

2. Cancellation Clause

Booking cancellation must be thirty (30) days prior to tournament date.

3. Retainer Clause

A \$250.00 retainer will be held by the Village of Wabamun at the time of booking a tournament. The retainer will be held in the event cancellations are made without thirty (30) days notice.

4. Damage Deposit

A \$500.00 damage deposit will be required prior to the commencement of the tournament.

5. Parking Lot/Turf Area/Camping Area

The parking lot may be used for overnight parking of recreational vehicles for tournaments only, if the camping area is full. The designated turf areas may be used during dry conditions at the discretion of the Village of Wabamun.

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EFFECTIVE DATE: SEPTEMBER 5, 2000

6. User Group Responsibilities

It is the responsibility of the user group to lime diamonds, although the Village will provide the materials to be used. For tournament use only, a staff person may be made available to assist with floating as required, and general diamond supervision at an annual established rate of labour and equipment.

7. Rainout

Partial or full tournaments cancelled due to a "rainout" as determined by the Village will be rescheduled at no additional costs. If rescheduling is not possible, a full refund will be given for the cancelled portion of the tournament.

GENERAL POLICIES

1. Soccer Pitch

\$5.00 per block, no residency restriction

2. Priorities

Ball diamonds and soccer field shall be distributed in the following priority:

- a. Village based teams (51% Village Membership)
- b. Teams from the immediate surrounding areas (Brookside, Point Allison, Ascot Beach, etc.)
- c. All other teams

3. Limer/Bases

For tournament play, bases and limer must be booked by the Tournament Director and be considered as accountable under the damage deposit in the event of loss.

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EFFECTIVE DATE: SEPTEMBER 5, 2000

4. Payment

All bookings are to be paid thirty (30) days in advance. If the booking is made in less than thirty (30) days, a certified cheque may be required.

5. Hand Tools

No hand tools are available for use by teams using the diamonds.

6. Length of Season

The length of season shall commence on or about May 1st, depending upon the sport and the weather conditions, and conclude on or about September 30.

7. Times Available

8:00 a.m. to Dark

8. Booking Procedures

Formal ball diamond booking procedures will take place to allow as many users equal opportunity to book diamonds subject to the preceding guidelines.

9. Policy Review

This Fees and Charges Policy may be reviewed annually.



Village of Wabamun

BOX 240, 5217 - 52 STREET
WABAMUN, AB TOE 2K0
PHONE (780)892-2699 - FAX (780)892-2669

COAL DIAMONDS - RENTAL AGREEMENT

ORGANIZATION: _____
CONTACT NAME: _____
MAILING ADDRESS: _____ **PHONE:** _____

We, _____ agree to rent the following Sports Fields listed below from the Village of Wabamun at a rate of _____ plus GST for the Coal Diamonds. We agree to pay within thirty (30) days of invoicing. We agree to abide by the rules of the Village and the ball diamonds/soccer pitch, and are responsible for any damages caused directly or indirectly by our usage, or our spectator's usage. Further, we assume the responsibility of liming the diamonds/soccer pitch for our own use. The Village will provide the materials required.

We hereby recognize the risks inherent in the game of soft/baseball/soccer and hereby release, remise and forever discharge the Village of Wabamun or any of its servants, agents, volunteers, employees, participants or other members arising out of or in connection with any activity, including but not limited to any liability due to the negligence or breach of contract of the said Village of Wabamun or any servants, agents, volunteers, employees, participants, or other members in the course of our usage of the Sports Fields.

	CD1 (baseball)	CD2 (shale)	CD3 (grass)	CD (soccer)
<u>MONDAY</u>				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

The Village of Wabamun reserves the right to cancel users due to inclement weather conditions. Refer to Coal Diamonds Sports Park Fees & Charges Policy for complete booking details; Res: 00-195.

Organization - Representative

Village of Wabamun - Representative

Date

Date



VILLAGE OF WABAMUN ADMINISTRATIVE MANUAL
SECTION: COMMUNITY SERVICES
PART: COAL DIAMONDS SPORTS PARK
APPENDIX B: APPLICATION FOR FACILITY RENTAL
(TO BE FILLED BY THE APPLICANT)

EVENT NAME: _____ EVENT DATE: _____

NAME OF ORGANIZING GROUP: _____

CONTACT PERSON: _____

CONTACT'S PHONE NUMBER: 1) _____ 2) _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

DESCRIBE EVENT: _____

AREAS RENTED: BALL DIAMONDS SOCCER FIELD CAMPING AREA

SECURITY CONTROL PLAN: _____ PROPOSED TIME(S) FOR THE
EVENT: _____

ANTICIPATED ATTENDANCE: _____

SIGNATURE: _____ DATE STAMPED: _____

FOR OFFICE USE ONLY

DEPOSIT PAID: _____

RECEIPT NUMBER: _____

APPROVED BY: _____

COMMENTS: _____



VILLAGE OF WABAMUN

APPENDIX "A" BEER GARDEN LOCATIONS

1. Area where consumption and sales take place must be adequately fenced. (Snow fencing or other multiple stand fencing of a minimum of four feet)
2. Entry and Exit must be responsibly controlled during hours of operation.
3. Area must be well illuminated during hours of operation.
4. Beverages are to be served in paper or plastic cups, unless otherwise approved.
5. Adequate washroom facilities must be available.
6. Sufficient personnel to provide adequate security to police the event must be supplied by the applicant.
7. Maximum hours of operation – 11 am – Midnight.
8. Workers must be identified as such.
9. Any event held on Village of Wabamun land or streets requires the User Group to fill in a Special Use Permit.
10. The Village of Wabamun also requires all User Groups to purchase a \$3,000,000 Public Liability Insurance naming the Village as additional insured.



COMMUNITY STANDARDS BYLAW 03-2012
SECTION 9 – MAJOR EVENTS

- 9(1) The Municipal Administrator may, at their sole discretion
- a) Waive any requirement of Section 8;
 - b) Make a determination on a written application for a temporary permit allowing for a Major Event that would otherwise violate this Bylaw after the applicant has provided all the necessary information and submitted the application within the time frame allowed as required in Policy;
 - c) Impose any conditions on the issuance or use of the permit the Municipal Administrator considers appropriate including the advertisement of the Major Event; AND/OR
 - d) Revoke any temporary permit that has been issued, where the Municipal Administrator determines the applicant has not taken sufficient measures to minimize the noise.
- 9(2) Any approval or rejection of an application for a Major Event permit may be appealed by an affected Person to the Municipal Administrator within fourteen (14) days of the date of notice.