



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

**Approved -July 18, 2017**

**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\*       \$500.00 (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 cleanup, damages, destruction, or loss of municipal property caused during the event and the responsibility of the party renting the Coal Diamond Sports Park. This bylaw hereby rescinds the MASTER RATES AND SCHEDULE BYLAW dated January 14, 2013. This bylaw comes into force July 18, 2017.

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CHIEF ADMINISTRATIVE OFFICER

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CHIEF ELECTED OFFICIAL



## **APPENDIX B2: RENTAL POLICY**

### **COAL DIAMOND SPORTS PARK CAMPING AREA**

The Village of Wabamun Policies are to help make your stay here 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, loss of any fees paid and the 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 ten (10) working days after the last day of rental 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. Please refer to the Community Standards Bylaw for further information.
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 thirty (30) days in advance with no penalty. Cancellations less than thirty (30) days in advance will be subject to an Admin Fee. 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. All campers must be registered prior to entering the campground. Registration is done through either the Village of Wabamun Office, or with the rentee.

13. **Emergencies**

In case of emergency, please dial **911**. For less serious incidents, please contact: 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: ADMINISTRATION  
PART: SPECIAL EVENTS  
APPENDIX B3: APPLICATION FOR SPECIAL EVENT PERMIT  
(TO BE FILLED BY THE APPLICANT)

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

CHARITABLE GROUP(S) THAT PROFIT WILL BE DONATED TO AND %: \_\_\_\_\_

NAME OF ORGANIZING GROUP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT'S PHONE NUMBER: 1) \_\_\_\_\_ 2) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIBE EVENT: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ ANTICIPATED ATTENDANCE:

\*FOOD HANDLING CERTIFICATE: YES/NO  
COVERAGE: YES/NO

\*LIABILITY INSURANCE

MANDATORY \$3,000,000 LIABILITY INSURANCE NAMING VILLAGE OF WABAMUN ADDITIONAL INSURED

\*ATTACH REQUIRED DOCUMENTS TO PROCESS APPLICATION: YES/NO YES/NO

SIGNATURE: \_\_\_\_\_ DATE STAMPED: \_\_\_\_\_

.....**FOR OFFICE USE ONLY**.....

FEE: \_\_\_\_\_  
DECISION DATE: \_\_\_\_\_  
PERMIT NUMBER: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_  
PERMIT FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
COPY OF PERMIT AND CONDITIONS ATTACHED

\_\_\_\_\_  
DEVELOPMENT AUTHORITY