



## Accessible Trailer Booking Requests

### Allocation

The accessible trailer will be allocated on an annual basis. The trailer can be booked for May-October events. The accessible trailer is for outdoor use only.

Allocation is based on the following priority:

1. Town of Whitchurch-Stouffville hosted events
2. York Region; Municipalities and School Board events
3. Other events as approved by the Director of Leisure and Community Services

Town of Whitchurch-Stouffville hosted events will have priority over all bookings. Precedence will be given to recurring annual events. Organizations will have to reapply every year, prior to January 31 to maintain priority status for that year. Bookings will be confirmed by February 28. Subsequent bookings will be considered.

The Town of Whitchurch-Stouffville reserves the right to determine allocation of the accessible trailer without prejudice.

### Booking Process

1. Interested organizations are to complete an Accessible Trailer Booking Request form and submit to the Town of Whitchurch-Stouffville, no later than **January 31<sup>st</sup> of each year**.
2. The Town of Whitchurch-Stouffville will review all requests and notify organizations whose request have been approved, by February 28 each year.
3. Applications submitted after the January 31<sup>st</sup> due date will be considered on an individual
4. Successful applicants will be required to sign a permit for the rental of the trailer by a signing authority of the organization and thereby agreeing to the Terms and Conditions of rental.
5. Organizations will be required to submit a copy of their insurance coverage, with a minimum of \$5 million liability, naming the Town of Whitchurch-Stouffville as additionally insured.
6. The rental cost is \$550+HST per day.
7. Organizations will also be required to submit a damage deposit of \$550 (**payable by credit card, only**), which will only be returned upon satisfactory inspection of the trailer and compliance of all terms of the permit.
8. Signed permit, copy of liability insurance, payment and damage deposit is due 30 days from when the permit is issued. Failure to submit any one of these items will void the booking.



## Accessible Trailer Booking Request

Deadline Date: **January 31**

Please complete one Booking Request for each event

### Organization Details

Name of Organization: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### Event Details

Event Name: \_\_\_\_\_

Full Address of Event: \_\_\_\_\_

Dates/Times Requested: \_\_\_\_\_

Is this an annual event?  Yes  No  Unsure

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal information contained in this form is collected under the authority of *Municipal Freedom Information and Protection of Privacy Act Section 39 (2)* and will be used for the purpose of requesting rental of the Accessible Trailer and general data collection which does not personally identify participants. Questions about this collection should be directed to the Manager of Parks and Facilities, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8 (905) 640-1910 or 1-855-642-8697 x 2289.

Completed Applications can be submitted in person to 111 Sandiford Dr., Stouffville, ON, L4A 0Z8 or via email to [facilityoperationsclerk@townofws.ca](mailto:facilityoperationsclerk@townofws.ca)

Successful applicants will be notified by February 28

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_