

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT TENT RENTAL

1. PURPOSE

- 1.1. This policy is entitled the “Municipal Tent Policy”.
- 1.2. This policy defines the role of administrating the tent owned by the Municipality of the District of Argyle (MODA), as it pertains to the rental and use of the tent and associated equipment, such equipment defined in Schedule “A”.

2. RULES AND RESPONSIBILITIES

- 2.1. MODA shall be the proprietor of the tent(s) and equipment, referred to as the “tent” for the remainder of this document.
- 2.2. The tent will be rented primarily to organizations or individuals (renters) who reside within the bounds of the Municipality of Argyle, priority given to not-for-profit organizations.
- 2.3. The tent season shall start in early June and end in late October, of any given year.
- 2.4. MODA will be responsible for the transport, installation, dismantling, cleaning and storage of the tent.
- 2.5. MODA will charge a tent “rental fee” to the users of the tent. This fee included the use of the electrical distribution system, if requested.
- 2.6. MODA and the renter shall enter into a signed agreement for the tent rental prior to possession given to the renter.
- 2.7. 14 days prior to erecting the tent, the appropriate Development/Building/Fire Permit(s) must be obtained from the Development Office.
- 2.8. The tent shall only be erected and maintained for the tent season on the grounds of the Argyle Township Court House (PID #90086414) which is owned by the Municipality of the District of Argyle.
- 2.9. All garbage shall be removed from the site within the 8 hours of the end of the event.
- 2.10. The site is a smoke free environment, no smoking is allowed within the tent or on the grounds of the Argyle Township Court House, except for the designated smoking station at the rear of the Archives Building.
- 2.11. Parking on the grounds shall be as delineated on Schedule “B”. Additional parking requirements may be arranged at the time of rental.

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3. ARGYLE FARMERS' MARKET

- 3.1.** The Argyle Farmer's Market (Farmers' Market) will have first priority in utilizing the tent for their regularly scheduled Thursday "Farmers and Artisanal Market" and as such, they will supply a tentative schedule of events with the yearly rental request.
- 3.2.** The Farmer's Market will be charged a seasonal fee for the rental, which amounts to a maximum of 20 days.

4. OTHER GROUPS AND EVENTS

- 4.1.** MODA will coordinate a tent rental schedule with local not-for-profit and individuals, only after the scheduling requirements of the Argyle Farmers' Market have been met.
- 4.2.** The order of priority, after the Farmers Market schedule has been approved shall be; municipally local not-for-profit organizations, then not-for-profit organizations, then private organizations and then private individuals.
- 4.3.** If there is more than one group requesting to rent the tent during the same time period, it will be encouraged that the groups attempt to find a scheduling compromise.
- 4.4.** Should there be a scheduling conflict when requesting a rental date from MODA, first right of refusal will be given to organizations who had rented the tent during the previous season.
- 4.5.** If a scheduling compromise cannot be found, MODA will make all final decisions with regards to that request.
- 4.6.** The organization hosting the event will be charged a rental fee.

5. RENTAL TERMS

- 5.1.** A 50% deposit is required to secure a rental date request. Full payment will be due two working days prior to the rental date.
- 5.2.** The 50% deposit is refundable, if the cancellation request is received prior to fourteen (14) days of the rental date.
- 5.3.** A refundable damage deposit of \$250.00 is due when the full rental is paid, such damage deposit is refundable within ten (10) days after the event and upon inspection of the tent and grounds to ensure compliance with the rental agreement.
- 5.4.** For any function, other than the Farmer's Market, two weeks prior to the rental, a floor plan must be submitted to the Fire Inspector's office at the Municipal Administration Building for their approval. All fees to acquire licenses or permits shall be the responsibility of the renter.

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5.5. Rental Rates

For all rental functions, other than the Farmer’s Market \$200.00
(1/2 day to set up, 1 day for the event and ½ day to dismantle)

5.6. Washroom facilities on the Argyle Township Court House property: As possible, and in season, the Argyle Municipality Historical & Genealogical Society attempts to keep their archives building open on Thursdays to provide a washroom for the public. A second washroom is usually also available at the Argyle Township Court House. This is done as a courtesy to the Market and the public and is only possible when sufficient staff is on hand to maintain the service.

5.7. For events, other than the Framers Market, it will be expected that the event organizers will arrange for portable toilets on the property, with arrangements for same to be removed as soon after the completion of the event as possible.

5.8. For a negotiated fee, it may also be possible to make arrangements with the Argyle Municipality Historical & Genealogical Society to have the archives building open to provide washroom facilities.

6. TENT INSTALLATION AND TAKEDOWN

6.1. Two weeks prior to the “tent season” a not-for-profit organization or local fire department shall be chosen to help erect the tent.

6.2. MODA will provide compensation to the chosen organization.in the form of a \$200.00 donation for their assistance in erecting the tent and a \$200.00 donation to dismantle the tent, payable after successfully completing the task.

6.3. Year to year preference to perform the task(s) in section 7.2 will be given to the organization or local fire department which assisted in erecting and dismantling the tent in the previous year’s “tent season”.

6.4. If the previous year’s group is unavailable to assist the Municipal staff, the next name on the list of not-for-profit organizations or local fire departments shall be chosen.

6.5. It is the responsibility of the chosen group to provide a minimum of 5 able bodied persons to assist in the erection and dismantling of the tent. Of these 5 people, 2 must be present at the erection and the dismantling.

6.6. MODA is not responsible for any loss or damage to any property placed inside the tent, once installed.

6.7. MODA reserves the right to dismantle the tent, if circumstances warrant. An example of this would be an extreme weather event with winds in excess of 75 km/h.

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SCHEDULE "A"

The tent consists:

(1) 40' X 60' White Conventional Pole Tent (Can be configured as a 40' x 40' or 40' x 60')

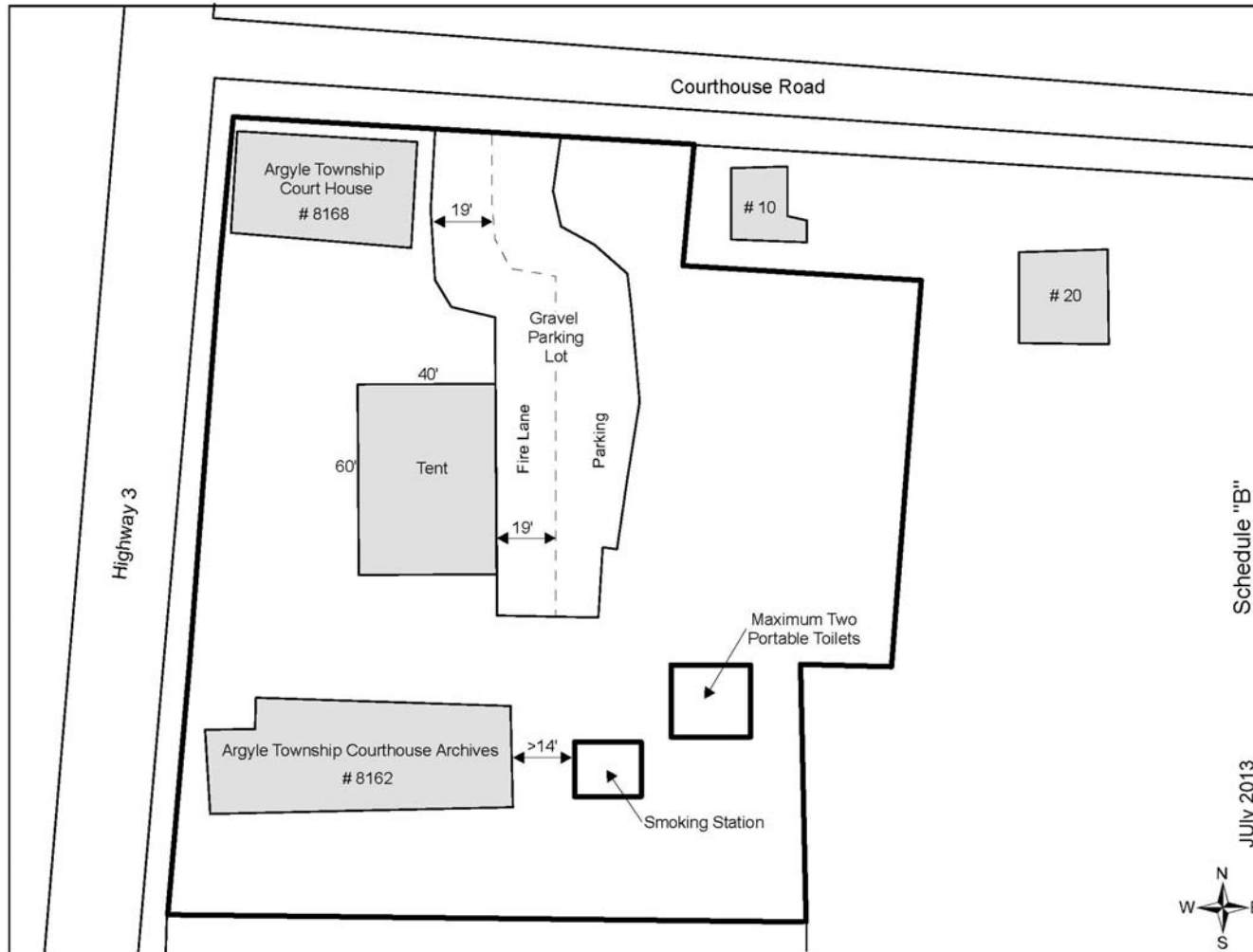
and includes the following:

- (1) Set of cathedral window sidewalls;
- (1) Set of white mesh sidewalls;
- (2) Tent protector drop sheets to protect tent when installing and dismantling;
- (2) 16 lb sledge hammers complete with shaft protective collar;
- (1) Gas powered stake driver with stake head bit;
- (1) Manual lever stake puller;
- (2) 600 watt halogen light unit with heavy duty 100 ft. extension cord;
- (2) Fire extinguishers complete;

Interior Lighting Units

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SCHEDULE "B"



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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: May 27, 2014

Date of Passage of Current Policy: June 10, 2014

I certify that this Policy was adopted by Council as indicated above.

Original Signed December 16, 2014
Warden Date

Original Signed December 16, 2014
Chief Administrative Officer Date