



WOODLAND
CULTURAL CENTRE

THIRD PARTY WALKS – OUTDOOR USE OF GROUNDS
REQUEST FORM

CONTACT INFORMATION

Organization: _____

Contact Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____

Email: _____

WALK REQUIREMENTS

Area Requested: Laneway In front of Mohawk Institute Building Parking Lot

Date Required: _____ # of Attendees: _____

Arrival Time: _____ Departure Time: _____

Do you plan to use any external rentals? Yes No

If yes, please provide the following:

Rental Company: _____

Contact Person: _____ Phone: _____

Arrival: _____ Departure: _____

NOTE: It is the responsibility of the rental company to ensure any and all facilities used are left in a clean and orderly state, and that all equipment is removed at the end of each day.



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GENERAL INFORMATION

- There is a strict **no-alcohol policy** in affect for all facilities. No Exceptions.
- The rental period must include set-up and take-down time.
- The facility user must obtain **two million general liability insurance**, naming the Woodland Cultural Centre as additional insured.
- The facility user is responsible for all items and rentals pertaining to the event.
- Access to buildings and washrooms will not be available.
- In promotional materials and communications, we ask that you refer to the site by address, and not use the name Woodland Cultural Centre in your materials.
- For larger events we recommend that you notify the local police of any anticipated traffic obstructions.
- We kindly ask that all large walks and events that start or end on our site be scheduled for Sundays when we are closed to the public

TERMS & CONDITIONS

A safety deposit of \$250.00 is required and will be reimbursed if the facility is left in an appropriate manner. An additional charge of \$50.00 per hour will be invoiced if any walks go over the agreed upon departure time.

Confirmation of rental company and set-up requirements are due three (3) days prior to the rental.

Groups using Woodland Cultural Centre facilities assume all responsibilities for any damages. Any items lost or stolen are not the responsibility of the Centre. The Woodland Cultural Centre will not be held liable for any injuries sustained while on the premises and grounds.

Organizer Signature: _____

Date: _____

Please note that all requests will require a 21-day turnaround time for review. You will receive written notification regarding the status of your request.

**Please submit form or any inquiries to ste@woodlandculturalcentre.ca
Phone: 519-759-2650 ext. 232**

For WCC Office Use Only	
Approved By: _____	Total: _____
Date: _____	Invoice #: _____