



Riverview Park and Zoo

1230 Water Street North
P.O. Box 4125
Peterborough, Ontario
K9J 6Z5



Riverview Park and Zoo Facility Booking Contract

IMPORTANT: To secure your booking, this completed contract must be confirmed as having been received by Riverview Park and Zoo staff. Failure to return this contract **two weeks in advance of your requested date** will result in the booking being released and made available to other groups. Please confirm any changes immediately in writing.

Contact Name _____ Title _____

Organization / Group* _____

** Please Note: Organizations such as businesses, groups, clubs, etc. must include proof of insurance with their booking forms. A minimum \$2 million dollar Liability Policy is requested; however, your application will still be considered should your coverage be less.*

Address _____ City _____

Province _____ Postal Code _____ Phone (_____) _____

Email _____ Fax (_____) _____

Which room / area are you requesting? _____

Which date(s) are you requesting? _____ Which time(s) are you requesting? _____

Fee (if applicable*) \$ _____ **Please Note: Fees are payable in advance.*

Please provide below a name of an On-site Group Supervisor who will be responsible for the conduct of your Group during their stay and who will be a contact person on the booking day(s).

Name of your On-site Group Supervisor _____ Cell (_____) _____

Group Rental Agreement – please read carefully.

- a) Our Group agrees to leave the area / room in the same set-up that we found upon our arrival (including the configuration of tables, chairs, and other equipment) and to leave the facilities and equipment tidy and clean and in the same condition as found.
- b) We understand that our Group will be charged for any damage caused to the facilities during our stay including any buildings, structures, equipment, or natural environment.
- c) We also understand that our Group will be charged for any missing or damaged items, equipment, excessive cleaning costs, labour or supplies used.
- d) Our Group understands that as a COVID-19 safety measure, garbage and recycling receptacles provided by Riverview Park and Zoo will be limited, but only in the area booked under this contract. Any waste must be removed from the site by our Group. We understand that we will be charged for the clean-up and/or removal of any excess garbage and/or recycling left on-site.
- e) Our Group recognizes the new restrictions, capacity limits, and safety practices, and will be responsible for our own safety plan and adhering to all Public Health recommendations by the province and municipality for hosting our event at the time of our booking. As the supervisor for the Group, I take on all responsibility associated with our gathering.
- f) Our Group understands that if we do not comply with the above stated requirements, we may be denied future use of facilities at Riverview Park and Zoo.

I have carefully read this contract and I agree that our Group will abide by the terms and conditions of the Riverview Park and Zoo.

Signature _____

Date _____

(yyyy/mm/dd)



Riverview Park and Zoo is a proud member of Canada's Accredited Zoos and Aquariums - Aquariums et Zoos Accrédités du Canada (CAZA-AZAC), an organization that promotes the welfare of animals, and encourages the advancement and improvement of zoological parks, aquariums, and related animal exhibits in Canada as humane agencies of recreation, education, conservation, and science.