

Please complete this form; print, sign and date it; and send to:

Fanshawe Conservation Area, 1424 Clarke Road, London, Ontario N5V 5B9 Email: kytem@thamesriver.on.ca Phone: 519-951-6181 Fax: 519-451-2384

**WEDDING INFORMATION**

Group Name

Date of Event

Number of Guests

**RESERVATION HOLDER/LICENSEE INFORMATION** (Licensee will be held responsible for any damages and unruly conduct of party.)

Reservation Holder/Licensee Name

Street Address

City, Province

Postal Code

Phone

Email

**FACILITY INFORMATION**

Watson Porter Pavilion

Total Rental Fees

Lakeview Pavilion

Total Rental Fees

Rental Fee Deposit (non-refundable) - amount, date, payment type

MasterCard

Visa

Certified Cheque

Debit

Cash

Money Order

Rental Fee Final Payment - amount, date, payment type

MasterCard

Visa

Certified Cheque

Debit

Cash

Money Order

Security/Cleaning Deposit - amount, date, payment type

MasterCard

Visa

Certified Cheque

Debit

Cash

Money Order

Security/Cleaning Refund - amount, date, payment type

Debit

Visa

Certified Cheque

MasterCard

Cash

Money Order

Notes

**NOTE:**

1. A non-refundable rental fee deposit is due at the time of booking. The remaining rental fee is due at least 2 months before the event. No rental fee refunds will be issued within 2 months of the event date.
2. Conservation Area admission fees are included in the facility rental fees.
3. A refundable security/cleaning deposit is due 2 weeks before the event. If Conservation Area staff confirm that the building, contents (including tables/chairs) and surrounding grounds are in a clean and undamaged condition after the event, the deposit will be 100% refunded. If staff identify damage/cleaning issues, some or all of the deposit may be retained.
4. A reservation gives 2 days access to the Watson Porter Pavilion or the Lakeview Pavilion (10 am to 1 am each day).
5. Any violation of this Licence will lead to the deposit being retained and the organizers, their invitees, licensees, agents and guests being asked to vacate the property of the Upper Thames River Conservation Authority.

**I have read and understood the above conditions as well as the terms and conditions below, and agree to abide by the Conservation Area Rules and Regulations.**

Signature of Reservation Holder/Licensee

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Date

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Conservation Area Official (name & title)

Date Booking Received

## TERMS AND CONDITIONS

1. The Licensee covenants with the Upper Thames River Conservation Authority (the "Authority") as follows:
  - (a) To leave the building and surrounding grounds in a clean and undamaged condition;
  - (b) To keep and leave the building and surrounding grounds clean and free from all litter, refuse and garbage of any kind;
  - (c) To park cars in CAR PARK AREA ONLY or such other areas as are designated by the Authority;
  - (d) To not permit rowdy or unruly conduct in the building or on the surrounding grounds;
  - (e) To comply with all provisions of the Conservation Authorities Act and any amendments thereto and any regulations, by-laws and amendments in force from time to time and all rules and regulations pertaining to Fanshawe Conservation Area;
  - (f) To be responsible for the effective control of any and all persons in circumstances connected with the use of the pavilion;
  - (g) To pay the licence fees as hereinafter set forth;
  - (h) To not sell, offer for sale, give, dispense or dispose of anything from the licenced area except such items as are approved by the Authority;
  - (i) To be solely responsible and answerable in damages for all acts or omissions due to or caused by any person at any time while the Licensee is in occupation of the licenced area or any portion thereof, and to indemnify the Authority, its officers, servants, agents or anyone for whose actions or defaults the Authority would be responsible from all claims and losses arising from or in connection with such acts or omissions;
  - (j) To not assign or transfer this licence;
  - (k) To abide by all rules and regulations with respect to any provincial, municipal or federal acts relating thereto;
  - (l) IF ALCOHOLIC BEVERAGES are going to be consumed during the event for which this licence is issued, the Licensee must obtain/secure all related necessary permits from a Liquor Licensing Office for Ontario, all to the satisfaction of the Authority.
2. That in the case the Licensee shall:
  - (a) fail or refuse to comply with the orders or requests of the Conservation Area Superintendent/Designate; or
  - (b) permit any conduct or act that in the opinion of the Conservation Area Superintendent/Designate is improper or renders it inadvisable that the Licensee be allowed to continue to carry on business under this Licence; or
  - (c) fail to comply with the terms and conditions herein;

Then the Conservation Area Superintendent/Designate may forthwith terminate this licence and take possession of the licenced area and, at the cost of the Licensee, remove the Licensee, organizers, their invitees, agents, guests and all property therefrom, by force if necessary, and the Authority shall not nor shall the Conservation Area Superintendent/ Designate nor shall any of its officers, servants or agents be liable in damages or otherwise by reason of such termination or removal.

3. That in case payment of fees and all other monies is not made in accordance with the terms hereof and/or any condition is not completed, this Licence may be cancelled immediately by the Conservation Area Superintendent/ Designate without prejudice to the Authority's right to recover all monies due or owing under this Licence.
4. The Licensee agrees that the Authority shall not be liable for any loss or damage sustained by the Licensee resulting directly or indirectly from the revocation, cancellation or suspension of this Licence for any reason at any time nor shall it be liable for the loss of or injury to any property, goods or effects of the Licensee due to any cause whatsoever.
5. The Licensee does hereby covenant and agree to indemnify and save harmless the Authority, its successors and assigns, the Corporation of the City of London and Her Majesty the Queen in right of the Province of Ontario, of and from any and all manner of claims, damages, loss, costs or charges whatsoever occasioned to or suffered by or imposed upon the Authority, its successors and assigns, the Corporation of the City of London, Her Majesty the Queen in the right of the Province of Ontario, or the property of the Authority, either directly or indirectly, in respect of any matter or things in consequence of or in connection with or arising out of the Licensee's use and occupancy of the Fanshawe Conservation Area Day Use facility or out of any operation connected therewith or in respect of any accident, damage, loss or injury to any person, animal or things by, from or on account of the same.