

## Application forms

Application forms can be downloaded from [www.oakville.ca](http://www.oakville.ca) or complete the form below and mail to:

Town of Oakville  
Recreation and Culture/Facility Bookings  
1225 Trafalgar Road  
Oakville, ON L6J 5A6

**For more information please call 905-815-5989.**

## Application Form

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Activities: \_\_\_\_\_

Facilities booked: \_\_\_\_\_

Type of event: Pick up \_\_\_ League \_\_\_ Tournament \_\_\_ Private rental \_\_\_  
(contact hockey not covered):

Alcohol served: Yes \_\_\_ No \_\_\_ Number of people: \_\_\_\_\_ Number of teams: \_\_\_\_\_

Permit start date: \_\_\_\_\_ Permit end date: \_\_\_\_\_

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

Personal information on this form is collected under the authority of the *Municipal Act* for the purpose of issuing Permits and receiving payments. Questions about the collection should be directed to Facility Booking, Town of Oakville, 1225 Trafalgar Road, Oakville Ontario L6J 5A6, 905-815-5898 or at [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca)

# INSURANCE IS EVERYONE'S BUSINESS



General liability insurance  
program for community  
organizations and residents

## WHY does my group need Insurance?

- Insurance is everyone's business particularly in sport and recreation.
- No matter how effective your risk management program may be, accidents will still happen.
- As a result, lawsuits may occur which can be very expensive.

## WHO needs Insurance coverage?

All permit holders using town-owned or operated facilities require insurance coverage.

- Your group can provide personal proof of insurance (\$2 million insurance naming the Town of Oakville), or take advantage of the community insurance program administered by the Town of Oakville.
- Events with alcohol on the premises require \$5 million insurance coverage.
- The only activity excluded from requiring insurance coverage is for meetings with less than 30 people and under 4 hours in length.

## WHAT is covered?

- Bodily injury to or damage to property of others such as spectators, passersby, property owners resulting from your group's activity.
- Libel and slander are also covered.
- Participant damage.

## WHO is covered?

- All members collectively including executives, managers, coaches, trainers, officials, volunteers who are acting within the scope of their duties on your behalf.

## WHO are the Insurance carriers?

- The Town of Oakville has partnered with two insurance companies that specialize in offering insurance for sport and recreational activities.
  - All Sport Insurance Marketing Ltd.
  - SportsCan Insurance Consulting Ltd.

## WHAT is the cost to my group?

- Rates will vary according to the insurance company, risk factors, length of activity, number of participants among other factors will be considered.
- Competitive rates are available that will insure your activity but remain within your budget.
- Rate charts are available at all community and recreation centres and at the Recreation and Culture department at Town Hall.

## HOW long does my coverage last?

- The insurance program runs from September 1 to August 31 yearly.
- The Policy will be in effect for the length of your permit.
- No fees will be prorated.
- A new policy is required if your permit runs over the policy end date of August 31.

## Procedure

1. Determine the need for the program.
  - a. If you are covered in an existing policy, you need to provide a copy naming the Town of Oakville as a third party.
  - b. Minimum coverage is \$2 million.
2. Complete online or attached application form and return it to the booking clerk or front desk staff to be included with your permit application.
3. Insurance requirements will be reviewed by staff and applicable fees will be added to the permit costs.
4. A signature is required on the permit within the established timelines.
5. Payment for insurance must be received in full before permit start date.

## Contact information

### Facility Bookings

905-815-5989 or [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca)

### Glen Abbey Community Centre

905-815-5950

### Iroquois Ridge Community Centre

905-338-4255

### River Oaks Community Centre

905-338-4186

### Queen Elizabeth Park Community Centre

905-815-5989

### Joshua's Creek Arenas

905-815-6111

### Sixteen Mile Sports Complex

905-815-6177

