

**DISTRICT OF HUDSON'S HOPE  
POLICY**

**SUBJECT: TENT RENTAL AND USE BY NON-PROFIT ORGANIZATIONS**

**ADOPTED BY COUNCIL: SEPTEMBER 25, 2006**

1. The District of Hudson's Hope has a 35' x 40' marquee tent available for community events and private functions.
2. Due to insurance requirements for liability, the complex setup required and the value of the tent, three municipal employees will be responsible for the setup/takedown of the tent at **all** events.
3. The Council is prepared to consider requests from non-profit organizations to provide the tent free of charge for community events. Each application for such use will be considered on an individual basis.
4. The tent is available for private functions, however the cost of setup/takedown will be the responsibility of the renter as follows:

<b>2006 Rates</b>	
Both setup and takedown occur on weekdays between 8:00 am and 4:00 pm	\$360.00
Setup and takedown occurs on one weekday between 8:00 am and 4:00 pm and on one weekend day	\$540.00
Both setup and takedown occur on weekend days	\$720.00

5. All renters are required to pay a \$200 damage deposit which will be returned to the renter within two weeks of the event provided no damage is made to the tent during the event. If the tent is damaged, the renter will be responsible for the full amount of repair/replacement.
6. All renters (private and non-profit) must provide proof of liability insurance naming the District of Hudson's Hope as an additional insured.
7. The tent must be booked at least one month in advance of the event to ensure staff are available for setup/takedown.