



SPECIFIC TERMS AND CONDITIONS FOR PARK USE

CONTRACT HOLDER: PLEASE READ ALL OF THESE PROVISIONS

Access

1. Contract holders must have a copy of the rental contract available at all times.
2. Activities must not interfere with public use of park areas not included or specified on the contract.
3. Contract holders must vacate the premises and return them to their original condition at the end of the rental period.
4. The consumption, sale or distribution of alcoholic beverages is prohibited at City of Ottawa premises, unless authorized by the City of Ottawa, and unless the appropriate permits have been obtained.
5. The City reserves the right to designate staff to attend any function to ensure that all regulations are being observed and respected.

Changes to Contract

6. Changes to contracts can only be considered subject to availability of dates, day's and hours.

Safety/Insurance

7. Contract holders should be equipped with proper First Aid supplies and have a person certified in First Aid on-site at all times while using the City of Ottawa park.

Refer to Clause #27 of the Ottawa Rental Contract General Terms and Conditions for insurance requirements.

For the information of contract holders, the City of Ottawa also administers an affordable third party liability insurance program that you can purchase directly from your city/community partner representative.

Risk Management/Incident Reporting

8. Contract holders are required to immediately report injury and property damage incidents to the designated facility/park rental representative within 24 hours. Contract holders are required to adhere to the procedures identified in the Quick Guide Claim and Incident Reporting "Do's and Don'ts Hints", attached as Annex 'B'.

User Maintenance

9. It is the responsibility of the contract holder to ensure all garbage is disposed of in accordance with recycling practices and the direction of the Facility Manager.

Parking Restrictions

11. Parking is not permitted on City of Ottawa park green spaces and there is to be no charges levied by the contract holder for on site-designated parking, except as authorized on this contract. Disregard for parking restrictions can result in cancellation of the rental contract(s).

Use of Barbecues and Open Air Fires

12. The use of gas barbecues is permitted provided they are installed a minimum of a five meters distance from any building structure. Charcoal barbecues are permitted at designated sites only. Please contact your facility/park rental representative for additional information.
13. Open Air fires and fireworks are not permitted unless authorized by the City of Ottawa, and until the appropriate permits have been obtained from the Fire Department.

Equipment Installation

14. Installation of equipment and conduct of activities including but not limited to tents, amusement rides, motorized vehicles, livestock, portable toilets are not permitted unless prior authorization is received from the City of Ottawa.

Communication

15. The contract holder shall be responsible for making its members, users and participants aware of these terms and conditions and for making a copy of the terms and conditions available for inspection by its members, users and participants, if requested.

Non-compliance with the terms and conditions of this contract could result in the immediate suspension of the contract(s) or a written warning. A second incidence of non-compliance will result in the cancellation of the contract.

Note: These terms and conditions are reviewed annually.

Quick Reference Guide
Claim and Incident Reporting "Do's and Don'ts" Hints

Retain this Guide in a visible location, review the Guide with your members and advise them where it is located. When new members join your group/team ensure this Guide is reviewed by them and they are made aware of its' location.

DO'S	DON'TS
<p>DO stay as calm as possible.</p> <p>DO check for injured persons. Assist the injured or seriously ill person(s), only as far as to prevent further injury or damage. Provide first aid (only if qualified) or provide comfort if required.</p> <p>DO call '911' when Police, Ambulance, Fire etc. assistance is required. Please note if you are using a telephone that requires you to press '9' to get a dial tone, you must then dial '9-911'. REMEMBER to maintain a "state of calm" and:</p> <ul style="list-style-type: none"> * Speak slowly and clearly * Listen carefully to the questions the dispatcher is asking and answer the questions asked. * Questions may include, which emergency service is required; Ambulance, Police or Fire? <p style="padding-left: 20px;">Provide the following information on this form <u>now</u> to prepare you for an emergency.</p> <p style="padding-left: 20px;">Area of the City: Identify your Ward: _____</p> <p style="padding-left: 20px;">Park/Facility name: _____</p> <p style="padding-left: 20px;">Fill in Address: _____</p> <p style="padding-left: 20px;">Facility Telephone #: _____</p> <ul style="list-style-type: none"> * Provide the nature of the emergency * Describe the # of persons injured * Whether they are conscious * Can they breathe - Yes/No <li style="padding-left: 20px;">If yes, is there a blockage to prevent them from breathing * Do they have a pulse – Yes/No * Are they bleeding and where * Provide your name * Advise the '911' dispatcher the door/entrance location in the facility/park where you will meet the emergency personnel. * The '911' dispatcher will give you an estimated time of arrival and will advise you to call back should the condition/situation worsen. * Hang Up * Once '911' has been called, the telephone line must not be used until emergency personnel have arrived. You must not use the telephone in case the dispatcher needs to call you back for clarification. * Meet, or assign someone to meet, the emergency personnel at the designated location and direct them to the scene of the incident. <p>DO call the following emergency numbers when assistance is required. Poison Information Centre 727-1100, Children's Hospital 737-7600, Critical Injury Hotline at 580-2458, Hospital telephone # closest to your facility: _____</p> <p>DO what is necessary to make the site reasonably safe, while at the same time preserving evidence.</p> <p>DO obtain names and addresses of all people involved in the accident.</p> <p>DO obtain names and addresses of any witnesses.</p> <p>DO advise the City of Ottawa representative responsible for the facility/park at: _____ within 24 hours of the incident. The city representative responsible for the facility will provide you with a copy of the Incident Report and, if necessary, will assist you with completing the form. Staff will advise Risk Management at 580-2655 and send a copy of the completed Incident Report, or will fax a copy to Risk Management at 580-2654, within 24 hours of the incident.</p> <p>DO provide a concise narrative of what happened, including notification of how or by whom you were informed of the incident, and what action you took immediately and subsequently.</p> <p>DO remember to include factual information only. Opinions or judgments must not be part of the report.</p> <p>DO retain copies of the Incident Report and all supplementary information for your file.</p> <p>DO advise your Insurance Broker of the incident in the event a claim may arise.</p> <p>DO cooperate with the Police, investigating authorities and the insurance companies involved.</p> <p>DO promptly report to the City representative responsible for your facility/park requirements for critical building/park maintenance that could result in injury or further damage to the facility/park. If immediate repairs are required after regular hours of work, promptly advise the City of Ottawa 24 Hour Client Service Centre at 580-2400.</p> <p>DO immediately forward any supplementary information or correspondence received concerning the incident to Risk Management.</p> <p>DO refer all enquiries from lawyers representing individuals to Risk Management and your Insurance Broker.</p>	<p>DO NOT attempt to administer first aid or move an injured person if you are not qualified to do so.</p> <p>DO NOT transport any seriously injured parties.</p> <p>DO NOT make any admissions of liability in respect of the incident.</p> <p>DO NOT discuss the accident with anyone other than the authorized investigators such as the Police or the assigned Insurance Adjuster.</p> <p>DO NOT discuss the incident with the media. Refer them to the Director of Parks and Recreation or an assigned delegate responsible for the facility/park.</p> <p>DO NOT obtain written statements from injured parties or the witnesses. Leave that to the professional Investigators; however, do obtain their name, address and telephone number.</p> <p>DO NOT interfere with the Police investigation.</p> <p>DO NOT remove anything from the scene of the accident.</p> <p>DO NOT provide written opinions on any incident reports regarding how the accident could have been prevented.</p>