



Resolution #107-25

Mill Dam Park – Camping and Event Use Policy

Location:

70 Clarendon Street Shawville, Quebec

All Non-Profit events are eligible for use of the facility

1. Scope

This policy applies to all events held at Mill Dam Park, including but not limited to:

- **Private Gatherings**
e.g., birthday parties, family reunions, weddings, anniversaries, graduation celebrations
- **Community Events**
e.g., festivals, fairs, cultural celebrations, fundraisers, outdoor movie nights
- **Public Events**
e.g., concerts, fitness or yoga classes, guided tours, corporate promotions
- **Rental Fee for Camping Trailers and R.V.s**
e.g., overnight stays during events, seasonal RV parking, event-related camper rentals, weekend camping groups

NOTE: Markets of any kind are not permitted at Mill Dam Park

Park Access

Mill Dam Park always remains open to the public, even during scheduled events. Organizers must not block access to walking paths, restrooms, playgrounds.

2. Rental Fee for Camping

Camping Trailers and RVs

- A fee of \$20.00 per day applies to all camping trailers and RVs.
- For extended stays, a weekly rate of \$100.00 will be charged after the initial two-week period.

Tent Camping

- There is no charge for camping with a tent.

- The maximum stay for tent camping is limited to 3 nights.

Special Booking Notice – Labour Day Weekend

During Labour Day weekend, the Shawville Fair will be taking place. All camping reservations for this weekend are handled exclusively by Shawville Minor Hockey.

If you wish to camp during the fair, you must **contact Shawville Minor Hockey directly** to book your site.

3. Application Process for Non-Profit Events

- Application Form: Event organizers must complete and submit a Mill Dam Park Event Application Form at least 30 days prior to the event date
- Priority will be given to community-focused, and family-friendly events

Insurance Requirement

- Applicants must provide proof of liability insurance with a minimum coverage of \$2,000,000. A copy of the insurance certificate must be attached to the event application.

4. Rules & Regulations

- Noise must be kept within local ordinance limits; all events must conclude by 9:00 PM, unless special permission is granted.
- Alcohol is prohibited unless a valid permit is obtained and approved in advance.
- All trash and recycling must be removed by the event organizer.
- Pets must be kept on leashes and waste cleaned up.

5. Cancellation & Weather

- Organizers must notify the municipal office of cancellations at least 7 days in advance.
- Cancellations due to weather or park closure may be rescheduled.

6. Enforcement

- Revoke permission at any time for policy violations.
- Remove individuals or groups who fail to comply.
- Deny future booking requests for repeat offenders.

Section A) Applicant Information

- Applicant Name: _____
- Mailing Address: _____
- Phone Number: _____
- Email Address: _____
- Is this a non-profit group? ☐ Yes ☐ No
- Is the event open to the public? ☐ Yes ☐ No

Section B) Event Details

- Event Name/Title: _____
- Event Type: ☐ Private ☐ Public ☐ Fundraiser ☐ Community ☐ Other: _____
- Event Date(s): _____
- Event Start Time: _____
- Event End Time: _____
- Estimated Attendance: _____
- Brief Description of the Event: _____
(Include activities planned, purpose, and any special features like music, food, performances)

Section C) Park Use Requirements

Please indicate if your event will include any of the following:
(Check all that apply and provide details)

- ☐ Use of electricity
- ☐ Amplified sound or music
- ☐ Temporary structures (e.g. tents) size & number: _____
- ☐ Food vendors or catering – details: _____
- ☐ Alcohol – permit/license required
- ☐ Stages or inflatables (e.g. bounce house)
- ☐ Signage or decorations

Section D) -Insurance & Safety

- Will your event be insured? ☐ Yes ☐ No
(If yes, attach a copy of your Public Liability Insurance – minimum) _____
- First Aid Provision: _____
- Security Arrangements (if applicable): _____
- Emergency Contact on Day of Event (Name & Mobile): _____

Section E) – Waste Management & Clean-up

- How will garbage and recycling be managed?
 - ☐ Municipal bins
 - ☐ Private contractor
 - ☐ Event team clean-up?

Section F) – Declaration

I, the undersigned, hereby apply for permission to use Mill Dam Park as described above. I understand that submission of this form does not guarantee approval. I agree to comply with all council policies, park rules, and any additional conditions imposed.

I accept responsibility for the conduct of the event and any damage or litter resulting from it.

Applicant Name: _____

Signature: _____

Date: _____

Please submit the application to the Town Hall at 350 Rue Main Shawville, Québec J0X 2Y0 or by email at info@shawville.ca

Or fill out the application online:

https://docs.google.com/forms/d/e/1FAIpQLSdqF87qvAR_mbssG84s2VZTQYrdsoPFw-AnZhtSzvEG6oeurg/viewform?usp=header

Office Use Only

- Date Received: _____
- Application Status: ☐ Approved ☐ Declined.
- Officer/Reviewer: _____
- Comments/Conditions: _____
- Fee Required: ☐ Yes ☐ No Amount: \$ _____
- Insurance Received: ☐ Yes ☐ No ☐ N/A
- Permit Number: _____

Signature: _____