

Amherst Island Agricultural Society – Fairgrounds & Pavilion Rental Policy

1. Purpose

The Amherst Island Agricultural Society (the Society) has a mandate to support and provide facilities to encourage activities intended to enrich rural living. The new pavilion is intended to support this mandate and it is the board’s intention to ensure the pavilion is used by its members and the wider community. This policy outlines the terms and conditions for renting the Amherst Island Agricultural Society’s Fairgrounds and Pavilion. It is designed to support fair and equitable use, while ensuring maintenance and sustainability of the facility.

2. Facility Overview

The Amherst Island Agricultural Society owns and operates the Fairgrounds and Pavilion, located on Amherst Island. These facilities are available for rental for community events, private gatherings, and other suitable uses, subject to availability and approval.

3. Rental Rates

Rental rates are established for the fairgrounds and the pavilion use as well as for on-site site equipment use. The rental agent, overseen by the board shall ensure that the policy and fees are applied consistently. No individual board member shall offer discounts or free rentals.

Effective: January 31, 2026 – January 31, 2026

Rates are established to help offset operating costs, including electricity, portapotty and grounds maintenance.

Effective January 31, 2026-January 31, 2027

Fairgrounds/Pavilion Rates		
ITEM	Half-Day Rate (up to 4 hours)	Daily rate (more than 4 hours)
Members Rates:		
<ul style="list-style-type: none">Private events, 50 people or less	\$30	\$60
<ul style="list-style-type: none">Private events, 51 people or more	\$80	\$110
<ul style="list-style-type: none">Local Not-for-Profit, Public Events (all welcome to attend)	\$30	\$60

<ul style="list-style-type: none"> Local Not-For-Profit, Private events <u>over 50 people</u> 	\$80	\$130
Non-Member Rates:		
<ul style="list-style-type: none"> Private events, Not-for-Profit groups, Businesses 50 people or less 	\$60	\$120
<ul style="list-style-type: none"> Private events, Not-for-Profit groups, Businesses 50 people or more 	\$120	\$180
Equipment Rental Rates		
Barbeque - on site	\$25, tank not included	\$25, tank not included
Sound System - on site	\$25	\$25

Rate structure does not apply to board approved license agreements

Fee structure subject to Board review annually

4. Equipment Rentals

Equipment rentals will be available first for on-site use to accompany rentals. Certain equipment can be rented and used off site, depending on availability

- BBQ must be cleaned after use by rental group
- Rental groups must provide own tank
- Equipment must be returned in good condition.
- Any missing or damaged equipment shall be paid for by the renter

5. Rental Conditions

- **Priority Use:** Amherst Island Agricultural Society events have first priority. Rentals are otherwise first-come, first-served, based on availability.
- **Clean-Up:** All renters are responsible for full cleanup, including removal of garbage from the site. Garbage bins are included, bags are provided. Township garbage tags not provided.
- **Insurance Requirements**
 - **All non-profit groups** must provide a certificate of insurance naming the Amherst Island Agricultural Society as an additional insured for a minimum of **\$2 million**.
 - **Private events** or groups may be required to provide proof of insurance at the discretion of the Society.
 - **Alcohol:** Any event where alcohol is served or consumed, requires a special occasion permit and an insurance certificate naming the Society.

- **Vendors and rental groups** are encouraged to seek their own advice around insurance and obtaining third party liability coverage.
 - **Damage or Misuse:** Renters are liable for any damage or extra cleaning costs incurred as a result of their use.
 - **Booking:** Bookings must be made a minimum of two weeks in advance of an event.
 - **Payment:** Payment must be made at the time of booking. If payment is not received, then the Society may cancel the rental. All fees to be paid in advance of the rental
 - **Refunds:** Refunds will only be provided if the cancellation notice is received one week in advance in writing to the rental agent or if the rental is cancelled by the Society.
 - **Cancellation by the Society:** The Agricultural Society may deny a rental request or cancel an event for any reason.
 - **Overnight camping:** Camping is not permitted unless approved in advance by the Board
 - **Fires:** no open fires without prior approval
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5. Rental Conditions

- **Casual use:** Members of the Agricultural Society are welcome to use the fairgrounds and the pavilion for drop -in casual use when it is not booked for another event. For organized events and group use, the rental terms apply. Examples of casual use include: having a picnic lunch with friends, playing frisbee, taking a break from a bike trip in the pavilion, playing a game of cards with a few neighbours, etc).
- **Organized use:** Activities that are scheduled or occur on a regular basis through an organized group require a booking. Any event must be booked through the booking process.

6. Booking Process

1. **Contact Rental Agent** for availability
 2. **Submit a Rental Request Form** to the Amherst Island Agricultural Society Rental Agent.
 3. **Confirm availability** with the rental agent
 4. **Sign the Rental Agreement**, provide any required insurance documentation, and pay applicable fees prior to use.
 5. **Follow all site rules** as outlined in the agreement.
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8. Policy Review

This policy and the associated fee structure are subject to annual review and approval by the Amherst Island Agricultural Society Board.

Contact Information

For rental inquiries, forms, or more information, please contact:
Appointed rental agent:

Ann Wemp-Browne
Ann.wemp-browne@outlook.com

Amherst Island Agricultural Society
A.I.ag.society@gmail.com
