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| Title: | Provincial / National Event Hosting Grant | Policy: 2016-03 Supercedes: |
| Authority: | Council | Approval Date: May 10, 2016 Effective Date: May 10, 2016 |

PURPOSE: To encourage and assist non-profit organizations to host Provincial or National events in the Town of Hanna.

POLICY STATEMENT

The Town of Hanna will provide “gift in kind” support to a maximum of \$1,000.00 toward rental of town owned facilities suitable to host a Provincial or National event. No monies shall be provided directly to the non-profit organization.

Town owned facilities may include, but are not limited to:

- Hanna Agri-Sports Complex
- Community Centre
- Centennial Place
- Fire Hall & Training Centre
- Sports Fields

Rates for town owned facilities are set by resolution of Council in accordance with current bylaws, resolutions and budget information.

RESPONSIBILITIES

Town of Hanna Community Services Department is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

1. The Town and the Organization shall enter into a formal agreement (marked as Schedule “A” attached to and forming part of this policy document). The agreement must be in place four weeks prior to the Event.
2. The Organization will be informed in writing whether their application was successful.
3. Upon completion of the event, the organizers must provide a completed Post Event Report form to the Community Services Department (marked as Schedule “B” attached to and forming part of this policy document).

**TOWN OF HANNA
GENERAL POLICY**



| | | |
|------------|--|---|
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Schedule A – Agreement

THIS AGREEMENT made this _____ day of _____, A.D. 20_____

BETWEEN:

**TOWN OF HANNA
P.O. Box 430
Hanna, Alberta T0J 1P0
(the “Town”)**

-and-

(the “Organization”)

WHEREAS the Town wishes to encourage and assist non-profit organizations to host Provincial or National events in the Town of Hanna.

AND WHEREAS the Organization is hosting a Provincial or National Event within the Town of Hanna.

AND WHEREAS the Organization wishes to rent public owned facilities in conjunction with the Provincial or National Event.

AND WHEREAS the Organization wishes to access the Hosting Grant provided by the Town of Hanna.

The Organization shall be entitled to participate in the hosting grant program and receive a gift in kind contribution toward rental of public owned facilities on the following conditions:

1. Application for participation is made four weeks prior to the event.
2. The Organization shall complete required booking arrangements and special event permit if required.
3. The Organization shall pay all costs over \$1,000.00 for rental of town owned facilities.

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This agreement shall ensure for the benefit of and be binding upon the respective parties, heirs, executors, administrators, successors and assigns and this agreement shall take effect from the date of the last signature thereto (the Agreement date).

IN WITNESS WHEREOF, The Town of Hanna has caused its corporate seal to be affixed as attested by its proper officers in this regard and the Property Owner has hereunto set his hand.

TOWN OF HANNA

Signature _____
Print Name _____
Date _____

Witness _____
Print Name _____
Date _____

ORGANIZATION REPRESENTATIVES

Signature _____
Print Name _____
Date _____

Witness _____
Print Name _____
Date _____

Signature _____
Print Name _____
Date _____

Witness _____
Print Name _____
Date _____



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Schedule B – Post Event Report

Name of Club or Organization _____

Name of Event _____

Date(s) of Event _____

Contact Person _____

Phone Number (Work) _____ (Home) _____

Date Final Report Submitted _____

Amount of Support received (Value): _____

Support was applied as follows:

What worked well?

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What things would you change?

Other suggestions:

Please return this post event report form
Within 30 days of the event to the
Community Services Department at the Town Office
Address: 302 2nd Avenue West
P. O. Box 430, Hanna, AB T0J 1P0