

### Criteria and Selection

To request the Water Cooler Mobile Drinking water trailer at your event, please read the eligibility criteria (found on page 2) before submitting this request form. Please select "Yes" in the following radio buttons to ensure you have already read the criteria and the event is open to the public.

<b>Open to the Public and Non-Restrictive</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Read Eligibility Criteria and Disclaimers</b> <input type="radio"/> Yes <input type="radio"/> No
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### Applicant Information

<b>First and Last Name</b>	<b>Name of Organization</b>	
<b>Mailing Address</b>		
<b>Email</b>	<b>Telephone Number</b>	<b>Extension</b>

### Event Information

- **Please include a site layout of the proposed location for the Water Cooler with your application.**
- Please submit one application form per event.

<b>Event Name</b>	<b>Event Host</b>		
<b>Event Address</b>			
<b>Event Description</b>			
<b>Expected Attendance</b>	<b>Annual Event?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>First Time Event?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Did the Water Cooler attend event before?</b> <input type="radio"/> Yes <input type="radio"/> No

**ATTENTION:** Trailer must be booked **within the May 1 to September 30 operating season and a minimum of eight weeks in advance**. Also, due to the high volume of requests for this program, if your event lasts multiple days, you will need to submit a separate request for each day you wish the mobile drinking water trailer to be present.

<b>Event Date</b>	<b>Event Start Time</b>	<b>Event End Time</b>
<b>Name of Contact Person During the Event</b>		<b>Phone Number of Contact Person During the Event</b>

### Conditions For Use of The Water Cooler

*Your application may be denied if ALL conditions are not met.*

This is a non-profit event.	<input type="radio"/> Yes <input type="radio"/> No
This event will be a minimum of 4 hours; from May 1 to September 30; between the hours of 9 a.m. to 9 p.m.	<input type="radio"/> Yes <input type="radio"/> No
A minimum 9 square meter area (100 sq. ft.) will be provided beside the Water Cooler for City staff to promote Environmental Services department messaging.	<input type="radio"/> Yes <input type="radio"/> No
Bottled water will not be sold or distributed by event organizers, attendees or vendors. (Provision of reusable water bottles by event organizers is strongly encouraged.)	<input type="radio"/> Yes <input type="radio"/> No
We will actively promote the tap water service (The City of Vaughan's Water Cooler) to event attendees through all promotional material, including but not limited to website, print material, social media outlets and invitations.	<input type="radio"/> Yes <input type="radio"/> No
The Water Cooler will be situated in a high traffic location that has parking spot of level pavement or gravel. The Water Cooler's location may need to be altered due to weather conditions the day of the event or the days leading up to the event. Alternative proposed locations should be provided by the event organizers.	<input type="radio"/> Yes <input type="radio"/> No

## Eligibility Criteria

In order to be eligible for consideration, events must meet the below criteria. **Please note:** any exceptions to the eligibility criteria are to be made on a case by case basis, as determined by the Director of the Environmental Services department or designate.

- Take place in the City of Vaughan between May 1 and September 30 (**Please note:** the City's mobile water trailer is not available for events on statutory or civic holidays).
- Have a minimum attendance of 300 people. Be open to the public, non-restrictive and a non-profit event.
- Be a minimum of 4 hours in length; between the hours of 9 a.m. to 9 p.m.
- Application must be submitted a minimum of 8 weeks in advance of the event to be considered.
- Have a suitable access for the delivery, set up and pick up of the trailer. Please include a site layout of the proposed location for the Water Cooler with your application. A site visit will be conducted prior to final confirmation of the trailer's attendance.
- The Water Cooler will be situated in a high traffic location that has parking spot of level pavement or gravel.
- A minimum 9 square meter area (100 sq. ft.) will be provided beside the Water Cooler for City staff to promote Environmental Services department messaging.
- Bottled water will not be sold or distributed by event organizers, attendees or vendors.
- **Water provided through the Water Cooler will only be for drinking purposes. Absolutely no hand washing is permitted.** Vendors/food providers will be responsible for providing their own water.
- Event organizers will actively promote the tap water service (The City of Vaughan's Water Cooler) to event attendees through all promotional material, including but not limited to website, print material, social media outlets and invitations.

**Please note:** Insurance coverage is necessary to protect yourself and the City against any possible lawsuits as a result of your event. All groups using the Water Cooler must have Liability Insurance coverage. The type of insurance coverage required is COMPREHENSIVE GENERAL LIABILITY, inclusive of bodily injury and property damage, in the amount of \$2,000,000.00 per occurrence. The City of Vaughan requires a CERTIFICATE OF INSURANCE naming the City of Vaughan as additional insured. The provision of the City of Vaughan's mobile drinking water trailer for the requested event is null and void if proof of insurance is not provided at least one (1) month in advance of the event date.

## Disclaimers

The City of Vaughan has a mandate to provide services to emergencies and City run events before any public events. The Environmental Services department reserves the right to cancel this service at any time without compensation to the event organization that has received confirmation of a Water Trailer presence, due to health and safety concerns, mechanical problems, or any other unforeseen issues. If such a situation occurs, the City will notify the event organizer. **Please note:** a minimum of one (1) week notice is required for cancellation of the City's water trailer by the event organizer.

For additional information about the Water Cooler, please visit the City of Vaughan's website at [www.vaughan.ca/watercooler](http://www.vaughan.ca/watercooler)

If you have any questions about this form, please contact the City of Vaughan Environmental Services department at:

**Telephone:** 905-832-2281

**Email:** [watercooler@vaughan.ca](mailto:watercooler@vaughan.ca)

By clicking the submit button below, I hereby apply for use of the Water Cooler from the City of Vaughan as set out above and in all supporting materials. I have met all conditions of use and eligibility criteria and understand and agree to the disclaimers listed above. The applicant agrees to indemnify, defend, and hold harmless City, its directors, officers, employees, Councillors, Mayor, consultants, agents, and other representatives ("City Indemnified Parties") from and against any claims, actions, suits, demands, fines, losses, damages, expenses, legal fees, and all other liabilities brought against or incurred by the City Indemnified Parties which arise as a consequence of the City of Vaughan supplying the Water Cooler for the applicant's event, or are otherwise related to the applicant's event.

**Submit Application**

*Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001. Personal information collected on this form will be used for the purpose of the administration of the Water Cooler at an event occurring at a location not on the City of Vaughan property or at a City of Vaughan facility.*