



# Town of Penetanguishene Recreation & Community Services Department

P.O. Box / C.P. 5009 - 10 rue Robert Street ouest / West, Penetanguishene, ON, L9M 2G2

Phone: (705) 549-7453 Fax: (705) 549-3743 Email: [recreation@penetanguishene.ca](mailto:recreation@penetanguishene.ca)

## ADULT PROGRAM REGISTRATION

*\*Please print neatly\**

Participant Last Name:				First Name:			
Date of Birth:	Month	Day	Year	Current Age:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Mailing Address:					Town:		
Postal Code:			CELL <input type="checkbox"/> HOME <input type="checkbox"/> Phone #:				

Email Address (for program confirmation/updates):

Emergency Contact:

CELL  HOME  Phone #:

Session #	Program Name	Day of Week	Program Start Date	Time	Price (Before HST)
					\$
					\$
					\$
					\$

Do you have any medical/general health/behavioural concerns that the staff should be aware of?  YES  NO  
In order to assist our instructors/volunteer coaches, if you answered yes, please explain in greater detail below...

I hereby release the Town of Penetanguishene, it's agents and staff from any claims for damages arising from any accident or injury which is caused by or arising from the participation of the applicant named above, during any program or in any facility or at any location where a program is being held. I also give permission for the applicant to be treated by emergency personnel in case of accident or injury.

I am also confirming that I have read and understood all Program Terms & Conditions. \*\*\$10 Administration Fee applies to all approved participant refund requests, per program and \$40 administration fee will be charged for any NSF cheque.

Participant Signature:

Date:

NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants. Inquiries may be directed to the Manager of Recreation Services @ 705 549-7453

Visa/MasterCard #:

Expires:

CVV Code#:

Card Holder Signature:

### FOR OFFICE USE ONLY

*HST is applicable to all participants who are 15 years of age or older*

<input type="checkbox"/> CHEQUE #	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DEBIT	<input type="checkbox"/> CASH	<input type="checkbox"/> SUBSIDY (Approved)	<b>TOTAL</b> (Including HST)	\$
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Date Processed:

Employee Initial:

## **TOWN OF PENETANGUISHENE PROGRAM TERMS & CONDITIONS**

Registering for any Town of Penetanguishene Recreation & Community Services Department program constitutes acceptance of the Terms and Conditions contained herein and attached hereto.

### **HOW TO REGISTER**

Fill out registration form and submit completed form WITH payment to the Town Hall in person, by fax or email.

### **LIMITED SPACE**

Each class varies with the number of spaces available, please register early to avoid disappointment. Submission of a registration form does not constitute immediate acceptance into the program. Registrations will be processed in the order they are received and those who register in person on opening day will be served prior to forms submitted by email/fax. Due to the high volume of registrations, you will only be contacted if there is a problem with your registration. An email will be sent to all registered participants prior to the start of your program to confirm the program details. Once a class has been filled, interested registrants will be placed on a waiting list in order of the date registrations are received. Registrations will be accepted until the class is full, and late registrations are welcome, but subject to availability.

### **AGE OF PARTICIPANT**

Activities and programs are designed for a specific age group, and are often based on specific skill levels. Please respect the age guidelines. For all programs, the participant must be the age stipulated in the program description prior to the program starting. Programs have been developed to serve the best interest of all participants in our classes. Please contact the Recreation & Community Services Department if you have any questions.

### **MISSED CLASSES**

We try our best to not cancel any classes during our planned sessions, but unfortunately some instances are out of our control that require classes to be cancelled and may include;

*Instructor Illness/Availability    Poor Weather Conditions    Facility Closure/Not Available    Emergencies*

If a class is cancelled during the session, we will attempt to provide a make-up class, but please note that in some instances, this may not be available and no refund will be provided. Classes will be scheduled to operate in all types of weather conditions. If a class is cancelled due to poor weather, an email will be sent out to all participants and if time permits a phone call to those with no email address on file to notify you of the cancellation. If you do not here anything, then assume the class is running, or you may call Town Hall weekdays prior to 4:30 pm to verify 705-549-7453 or stay up to date by following our Facebook page @PenetangRecreationEvents

### **MODIFICATIONS/CANCELLATIONS**

The Town of Penetanguishene reserves the right to modify/cancel programs, even after registrations have been processed, due to insufficient enrolment in a class, or for operational needs. Refunds will be processed for any classes that get cancelled by the Town, prorated on the percentage of the course remaining.

### **LOST OR STOLEN ARTICLES**

The Town is not responsible for any damage to, or loss of any property brought onto the premises.



### **PAYMENT**

- Payment will be accepted in the form cash or cheque payable to the Town of Penetanguishene, VISA, MasterCard or Debit.
- The Town of Penetanguishene will charge an administrative fee of \$40.00 for cheques that are returned to us by the bank. If this should occur, your registration will be null/void until you replace your original cheque with Cash/Debit/Visa/MasterCard, in the amount of the total program registration fee plus the \$40.00 administration fee.
- Approved refund requests/withdrawals will be refunded based on the program fees paid, minus a \$10.00 administrative fee per person, per program. All refunds will be prorated on the percentage of the course remaining at the time of the withdrawal request, which must be submitted by email or in person. Refund requests will not be approved if less than 50% of the session dates remain. Please allow 2 to 3 weeks to process refunds.

### **WAIVER**

In consideration of the acceptance of my application and the permission to participate in a program sponsored by the Recreation & Community Services Department, Town of Penetanguishene, I hereby waive and forever discharge the Corporation of the Town of Penetanguishene, its employees, agents, instructors, officers, and elected officials from all claims, damages, costs and expenses in respect to injury or damage to my person or property, however caused, which I may sustain as a result of my participation in the program, provided such claims are not caused by the negligence of the Town of Penetanguishene. The Town of Penetanguishene reserves the right to use photographs of recreation programs for promotional use.