

# Registration Information

Registration for programs will commence in September 2017.  
For more information contact Parks and Recreation at 705-424-9303

## HOW DO I REGISTER?

To register for all courses offered in this brochure, please follow the procedures below.

- Please provide home and business phone numbers where you can be reached during the day, and an email address.
- Ensure that the program name is filled in correctly.
- Registration is on a first come, first served basis.
- Participants will be contacted only if the program is cancelled; it is your responsibility to ensure you keep track of the start date.
- The minimum registration must be achieved at least 1 week prior to the program start date or the program will be cancelled.
- Register early to avoid disappointment! Payment is due two weeks prior to the start of a program. Any payments after this time must be paid by cash, debit or credit card at the Township Administration Office.

**WHERE DO I REGISTER?** (Please note that cheque payments are only accepted up to two weeks prior to a program start date; thereafter payment will only be accepted in cash, debit, money order, Visa or MasterCard)

1. **Register in Person:**  
Township of Essa Parks & Recreation Department • Mon. to Fri. – 8:30 am to 4:30 pm
2. **Mail in Registration Form** - including payment to:  
Township of Essa, c/o Parks and Recreation, 5786 County Rd. 21, Utopia, Ontario L0M 1T0
3. **Drop Box Registration:**  
Drop Box in the lower level entrance of the Township Office  
Envelopes must be clearly marked "Parks and Recreation Registration".
4. **Fax or E-mail:**  
If paying by credit card, you may fax your registration form to (705) 424-2367 or send it by e-mail to sarchibald@essatownship.on.ca. All requested credit card information must be provided on the registration form in order to process the registration.
5. **INTERNET REGISTRATION:**  
Visit our website at [www.essatownship.on.ca](http://www.essatownship.on.ca) 24 hours a day, 7 days a week and follow the online registration steps. A receipt can be printed off your computer. (System secure)

## POLICY INFORMATION

### PHOTOGRAPHS/VIDEO

Unless the participant or guardian indicates otherwise, Parks and Recreation will assume permission is given for pictures to be taken during any program, which will be used to promote recreation.

### CLASS CHANGES, POSTPONEMENT, AND CANCELLATIONS

Due to unforeseen circumstances, program times and dates may change. All participants will be contacted by phone or email based on the information provided by the registrant on the registration form. Please ensure that the contact information on your registration form is up to date.

### TERMS OF REGISTRATION

Each participant is responsible for his/her own hospital and medical coverage. The Township of Essa will provide every safeguard for the health and welfare of each participant. However, the Township of Essa will be released and forever discharged as well as its employees, agents, volunteers, officers, and elected officials from all claims, damages, costs, and expenses in respect to injury or damage to my/their person or property, however caused, which may occur as a result of participation in a program in any location (such as field trips, organized swims etc.) where the program is being held.

### REFUND POLICY

A full refund will be issued ONLY:

- When an activity is cancelled by the Parks and Recreation Department if the minimum registrations are not met.
- When the date, time, or location of the program is changed by the Recreation Department and prohibits attendance.
- When a medical refund request is accompanied by a doctor's certificate. It will only be processed up to the half way point of any program. No refunds will be given after the half-way point for any reason. The refund will be pro-rated based on the number of lessons left in the program at the time the request is received at the Parks and Recreation office.

*\*A \$20.00 administration fee is applicable for all cancellations by participants. \**

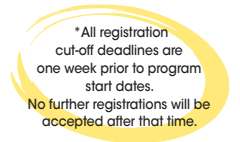
**NSF CHEQUES:** NSF cheques are subject to a \$30.00 administration fee.

For weather cancellations, listen to Rock 95, BIG 101.1FM, or check our website at [www.essatownship.on.ca](http://www.essatownship.on.ca).  
Should it be necessary to cancel a class, no reduction in registration fees will be issued.  
If possible, a make-up class will be added to the end of the session.

# Program Registration Form



Essa Parks and Recreation  
 8529 County Rd. 10  
 Angus, ON L0M 1B0  
 Ph: (705) 424-9303  
 Fax: (705) 424-2367  
 www.essatownship.on.ca



**\*ONLINE REGISTRATION AVAILABLE\***

## PARTICIPANT #1

First Name:	Last Name:	
Health Card Number:	Doctor Name & Ph. #:	
Medical Conditions:	Date of Birth:	Age:

### PROGRAM/COURSE AND LOCATION (e.g. Angus/Thornton)

### Payment Amount

1.	
2.	

## PARTICIPANT #2

First Name:	Last Name:	
Health Card Number:	Doctor Name & Ph. #:	
Medical Conditions:	Date of Birth:	Age:

### PROGRAM/COURSE AND LOCATION (e.g. Angus/Thornton)

### Payment Amount

1.	
2.	

## MAIN CONTACT:

First Name:	Last Name:	
Mailing Address:	Town:	Postal Code:
Day Contact #:	Night Contact #:	E-Mail Address::

## IMPORTANT!!! PLEASE READ CAREFULLY!

**Cancellations by Participant/Applicant:** A \$20.00 administration fee is applicable for all cancellations  
 \*No refunds will be made unless a minimum of 14 days notice is given to the recreation Department\*

### DISCLAIMER OF LIABILITY & RELEASE OF CLAIMS

**DISCLAIMER:** The participant, including his or her parents/guardians, in signing this registration form chooses to participate in this program at his or her own risk. The Township of Essa accepts no liability for bodily injury, death or property damage, whether caused by negligence or by any other reason. I give permission for my child's photo to be used for publicity purposes. These photos may be taken during program activities that were registered through the Township of Essa.

**RELEASE:** The participant and his or her parents/guardians release the Township of Essa, including their elected officials, employees and agents, from all claims for loss or damage of any kind connected in any way to participation in this program, whether caused by negligence or otherwise.

The person signing this form acknowledges having read and understood this disclaimer and release and having voluntarily signed to indicate acceptance of the terms above.

I hereby release the Township of Essa from all claims for damages arising from any accidents or injury, which are caused by or arise from participation of the applicant named on this registration during any program or in any facility or at any location where a program is being held.

X \_\_\_\_\_  
 Signature of Adult Participant or Parent/Guardian      Date      Email Address

**METHOD OF PAYMENT: TOTAL: \$** \_\_\_\_\_

Cheque  Cash  Debit  Visa  MasterCard  Card Number: \_\_\_\_\_

CIT Code (last 3 digits on back of credit card - required to process payment): \_\_\_\_\_ Expires \_\_\_\_ / \_\_\_\_ (MM/YY)

Card Holder Name (please print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_