



13211 Henry Ave, Box 159
Summerland BC V0H 1Z0
Tel: 250-494-6451 Fax: 250-494-1415
www.summerland.ca

SUMMERLAND RODEO GROUNDS ON-SITE CARETAKER APPLICATION

Instructions:

Completed applications are to be delivered by **2:00 pm PDT, Thursday, October 7, 2021** and may be dropped off, mailed or emailed to:

District of Summerland, Municipal Hall
13211 Henry Avenue, PO Box 159
Summerland, BC V0H 1Z0
Attention: Lori Mullin, Director of Community Services.

All questions are to be directed to: Lori Mullin at lmullin@summerland.ca or 250-404-4084.

Applicant Information:

Applicant Name(s): _____

Business name (if applicable): _____

Mailing address: _____

Phone: _____ Cell: _____

Email: _____

Checklist:

- Relevant experience is provided (attach separate sheet or use form provided in Appendix B)
- References are provided (attach separate sheet or use form provided in Appendix B)

Conditions and Requirements:

The Applicant agrees to:

1. Provide on-site Caretaker services on the Summerland Rodeo Grounds located at 17202 Bathville Road, Summerland for an initial period of five (5) years, commencing upon the execution of the Caretaker Agreement (the “Term”), with an option to renew for a further five (5) years subject to District approval.
2. Live on-site at the Summerland Rodeo Grounds for the duration of the Term which would begin November 1, 2021 or a date as agreed to with the District.
3. Provide own living quarters (“Caretaker Residence”), manufactured home (which meets the District’s approval), for placement on the Manufactured Home Site as provided by the District. Note: the current Caretaker is interested in selling his trailer that is located on site – optional for next Caretaker. For more information, contact Ralph Johnson directly at 250-486-4950.
4. Obtain and maintain during the Term, insurance in respect of the Caretaker Residence. For example, mobile home insurance (non ICBC) for contents within in addition to insuring the trailer or mobile home through ICBC for road use.
5. Pay for telephone, cable, internet, electrical, heating, water, garbage collection, and all other utilities in respect of the Caretaker Residence.
6. Provide a minimum of three hundred (300) hours of Caretaking services per calendar year in lieu of rent of the Manufactured Home Site.
7. Maintain a “Caretaker’s Logbook” outlining dates, times and tasks completed that will be provided to the District on a quarterly basis as well as site meetings with staff to review maintenance expectations and standards
8. Use and maintain equipment provided by the District. Assist rental groups with use of equipment provided by the District. Equipment repairs will be completed by the District.
9. Not assign, sublet or transfer the agreement without written permission of the District.
10. Represent the District in a professional manner at all times and to not use any foul language or engage in any derogatory or defamatory comments regarding the District operations or staff.
11. Maintain a congenial relationship with the users of the Rodeo Grounds and shall be courteous to the public at all times.

12. Not keep any illicit drugs or controlled substances on the premises and to not participate in the consumption of illicit drugs on District property. Personal consumption of alcohol is limited to the Caretaker's Residence and only in the absence of any rental engagements.
13. Not carry on or allow carrying on or doing on the Premises anything that may be or become a nuisance to the District.
14. Immediately report to the District any incidents or accidents that required emergency services of any person while within the Rodeo Grounds or on the lands.
15. Obtain and maintain during the Term commercial general liability insurance against claims for bodily injury, death, or property damage arising out of the use and occupancy of the premises in the amount of not less than Two Million Dollars (\$2,000,000) per single occurrence and Five Million Dollars (\$5,000,000) aggregate, and 'all risks' property insurance with all policies of insurance naming the District of Summerland as an additional insured, and to provide the District of Summerland with a certified copy of such policy.
16. Obtain and maintain during the Term Automobile Liability insurance with an inclusive third-party liability limit of not less than Five Million Dollars (\$5,000,000) per occurrence. All vehicles owned, leased or not owned but operated by or on behalf of the insured must be covered by either Automobile or Commercial General Liability Insurance.
17. Provide the District with a WorkSafe BC Clearance Letter addressed to the District that indicates that their account is active and in good standing, or proof of exempt status in the form a status determination letter from WorkSafe BC indicating that coverage is not required.
18. Execute a Caretaker agreement with the District.
19. Provide Caretaker services as follows:
 - a) Maintaining the Rodeo Grounds and all improvements located thereon in a safe, clean, and sanitary condition as befits a District-owned facility open to the public;
 - b) Carrying out regular weed eating and clearing of brush and branches around the Rodeo Grounds structures and parking areas to mitigate against invasive weed growth, rodents/pests and to provide a fire safety buffer;

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- c) Picking up litter from the Rodeo Grounds including under the bleachers and arranging for disposal of garbage by the District's parks maintenance personnel;
 - d) Conducting regular general maintenance, such as gutter clearing, window cleaning, security light replacement, snow and ice removal and clearing, and sweeping of walks and parking areas;
 - e) Checking facility structures including the Club House, Cook Shack, washrooms, riding arenas, stables/paddocks, weekly to ensure doors are locked, plumbing, electrical and lighting is operational, equipment is put away and rodent/wildlife concerns are addressed;
 - f) Performing minor repairs to the Rodeo Grounds and structures located thereon as required, and immediately reporting any damage or need for major repairs to the District's Community Services Department;
 - g) Monitoring and discouraging unauthorized or inappropriate activities on the Rodeo Grounds, such as vandalism or theft, fires, camping outside of designated areas, damage to riding arenas, etc. and reporting any occurrences or suspicious activities to the District's Community Services Department and the RCMP;
 - h) Opening and closing the Rodeo Grounds as required by the District to accommodate scheduled activities by rental groups and completing pre and post event checklists;
 - i) Follow up when user groups are departing to ensure facility has been cleaned up and no damage has occurred and report any concerns to the Community Services Department;
 - j) Harrowing of front and back riding arenas prior to equestrian event bookings and as requested by the District (pending District tractor availability);
 - k) Notify the District in advance, if going to be away from the Rodeo Grounds along with a plan for temporary coverage;
 - l) Have access to a device(s) such as a cell phone and computer to receive and respond to emails, receive documents and phone calls from the District;
 - m) Collect and store securely camping fees for District authorized onsite drop-in camping during non-booking days and then submit the collected camping fees to the District within one week of collecting fees; and
 - n) Providing any other caretaking services as required by the District from time to time.



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Applicant Signature:

I have read and understand the conditions and requirements to provide On-Site Caretaker services at the Summerland Rodeo Grounds.

I accept the terms and agree to execute the Caretaker agreement with the District as provided in Appendix A to this application.

I will have the above conditions and requirements in place by, October 25, 2021. Failure to do so could result in the loss of the contract.

Signature

Signature

Print Name

Print Name

Date

Date



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Appendix A – Caretaker Agreement

Appendix B – Experience and References

A. Experience

B. References

Reference #1	
Contact Name:	
Company Name (if applicable):	

Contact Phone Number:	
Contact Email:	
Relationship:	
Description of work completed and how relates to Caretaker services: (n/a if personal reference)	
Reference #2	
Contact Name:	
Company Name (if applicable):	
Contact Phone Number:	
Contact Email:	
Relationship:	
Description of work completed and how relates to Caretaker services: (n/a if personal reference)	
Reference #3	
Contact Name:	
Company Name (if applicable):	
Contact Phone Number:	
Contact Email:	
Relationship:	



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Description of work completed and how relates to Caretaker services: (n/a if personal reference)	
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