

HART HOUSE FARM INFORMATION

The Hart House Farm Committee administers Hart House Farm, a 150 acre southern Ontario rural property located along the scenic Niagara Escarpment. House members have the opportunity to “escape” from the city that, on a clear day, may be seen from the farmhouse. Fresh air, plenty of exercise, camaraderie and a warm fire are guaranteed to all.

The beauty of the Farm lies in its great physical diversity. Atop the escarpment are the maple sugar bush, the cleared fields, and the ruins of an old house, equipment sheds, a dance hall and the living quarters. A well-trodden path will lead you to the limestone palisade. The two hundred-foot descent may be made amidst the unique limestone ecology. At the base of the cliff are the quarry ponds. A Finnish-style log sauna has been built adjacent to the most scenic of the three ponds. The natural setting is magnificent, as the pond sits in an amphitheatre of well-worn rock and northern white cedar.

The farmhouse, Ignatieff House, contains the essentials, being centrally heated and housing indoor washrooms and sinks with hot water for washing. The kitchen is large and is fully equipped (stove, fridge, grill). Basic plates, flatware, pots and pans for approximately 40 people are provided. (There is a large coffee maker available with advance notice). Visitors must bring their own food, and tea towels. The house is large, with living and dining rooms downstairs. The second floor is a large sleeping area. It is necessary to bring sleeping bags or bed linens, and pillows.

FEE STRUCTURE AND VISITING POLICIES

All visits to the Farm start with a request to the Hart House Hub. We will inform the Farm Resident of the name(s) and arrival time of the visitors. The Farm is not for the exclusive use of any group. Each Hart House member has equal access to all Farm facilities during his/her visit. Exceptions are made for special events sponsored by the Farm Committee.

The fees to visit the Farm are as follows:

Day Visit (check in 10 am / check out 6 pm) - **\$10 per person (plus tax)**
Overnight Visit (check in 12 pm / check out 12 pm) - **\$20 per person (plus tax)**

If your group numbers 5 or more, you must make a reservation at the Hub. The group representative shall present his/her valid membership card, complete the reservation package, and supply two initial payments: a damage deposit and a reservation deposit.

The DAMAGE DEPOSIT is:

\$100 (plus tax) for groups of 5-20
\$200 plus \$1 (plus tax) per person for groups of 21-49, and
\$400 plus \$1 (plus tax) per person for groups of 50 or more

The RESERVATION DEPOSIT is:

\$100 (plus tax) for groups of 5-20
\$200 (plus tax) for groups of 21-30
\$300 (plus tax) for groups of 31-50
\$400 (plus tax) for groups of 51 or more

The balance of the payment is due at least 14 days before the date of the reservation and is non-refundable thereafter. The Reservation Deposit is not refundable unless the booking is cancelled at least 28 days before the reservation date. The Damage Deposit is returned after the completion of a successful reservation.

Please note:

- Fees are based on a guaranteed number of people as written on the Farm Contract. There will be no refunds if the number of people who attend is fewer than originally anticipated.
- Sorry – no pets allowed.
- Reservations can be made a maximum of four months in advance.

For further information, please call 416-978-4732

1 May 2010

HART HOUSE FARM CONTRACT

GROUP _____ GROUP LEADER _____
MEMBERSHIP # _____ MEMBERSHIP TYPE _____
PHONE NO. _____ EMAIL ADDRESS _____
DATE(S) OF VISIT _____ ARRIVE AT _____ DEPART AT _____
GROUP SIZE _____ LENGTH OF VISIT _____ FEE PER PERSON _____
TODAY'S DATE _____ DAMAGE DEPOSIT _____ RESERVATION FEE _____
TO CONFIRM THE RESERVATION, FINAL NUMBERS AND PAYMENT ARE DUE BY _____

FARM RESIDENT _____	GROUP TOTAL _____	DATE _____
CHECK OUT TIME _____	GROUP LEADER'S SIGNATURE _____	

INSTRUCTIONS AND REGULATIONS FOR VISITORS

Please present contract to Farm Resident upon arrival & departure – a \$25 fee is charged for failure to do this.

**** All visitors must participate in a Work Project for approximately two hours.** If the Work Project is not completed to the satisfaction of the Farm Resident, Hart House will keep the Damage Deposit. Specific chores will be allocated by the Resident upon arrival. Group members should be dressed for outdoor work such as carrying wood or clearing brush.

**** Refund Information:**

1. A full refund may only be given if the reservation is cancelled at least 28 days before the scheduled event. If the reservation is cancelled at least 14 days before the scheduled event, the reservation deposit will be retained. After this time, no refunds will be given. It is possible to reschedule your event, space permitting (within the fiscal year and not more than 4 months in advance).
2. The group is expected to pay for all visitors to the Farm. If the group has previously paid for members who do not attend the booking, no refunds will be given.

**** Damage Deposit Information:**

1. Groups will be responsible for all damage resulting from their activities. The damage deposits are:
 - \$100 for 5-20 people
 - \$200 for groups with 21-49 people. There is also a \$1 charge per person.
 - \$400 for groups above 50 people. There is also a \$1 charge per person.
2. Before departure, the facilities must be returned to their original condition. This includes washing all dishes, clearing garbage bags as well as cleaning the kitchen and refrigerators, and mopping or vacuuming all floors. If the facilities are not cleaned to the same standard as when the group arrived, a sufficient part of the damage deposit will be retained to cover a \$50.00 fine and cleaning charges (minimum \$50.00). If these charges exceed the damage deposit, the group will be responsible for the balance.
3. To authorize the refund of the damage deposit, this form must be signed by the Farm Resident and returned to the Hub. If the facilities are not returned to their original condition the Resident may refuse to sign the contract.
4. Also, **any misuse or tampering with the fire extinguishers will result in an additional minimum fine of \$500.00.**

**** General Information:**

1. The person who signs the contract **must** be present at the Farm as the group leader and is responsible for ensuring that the group complies with all regulations.
2. Children must be accompanied by and are the responsibility of the parent or guardian at all times. The following are **not permitted** at the Farm: pets, firearms, snowmobiles, motorcycles or all-terrain vehicles.
3. The Farm Resident and Farm Committee members are authorized to enforce these regulations. The Farm Resident reserves the right at all times to ask a group to cease activities or leave the premises, if deemed appropriate. This could include arriving with visitors exceeding the confirmed number, or creating a danger to the Farm or its visitors.

I have read the terms of the Hart House Farm contract and will inform the members of my group about these regulations. I hereby guarantee payment by my group of the amounts recorded above.

Signature _____ Date _____

Purpose

In order to mitigate risk to the health and safety of event participants, the organization and execution of any event taking place at Hart House Farm must follow the protocol outlined in this document.

Scope

This protocol applies to any event taking place at Hart House Farm that is organized by a member of Hart House.

Definitions

Due Diligence

The level of judgment, care, prudence, determination, and activity that a person might reasonably be expected to undertake in particular circumstances.

Event

Any scheduled activity taking place at Hart House Farm.

Member of Hart House

Any student currently registered at the University of Toronto who has paid the Hart House incidental fee as well as all current Athletics or Clubs members of Hart House.

Organizing Group

The group that authorizes the Primary event Organizer to assume responsibility on its behalf for the organization and execution of an event.

Primary Event Organizer (PEO) The individual designated by the Organizing Group as the person responsible for leading the planning and execution of an event. *Also referred to as the group representative.*

Risk Management

The process of planning, leading, organizing, and controlling activities in order to minimize injury or harm to students, event participants, or bystanders; and to minimize financial losses arising from legal responsibilities and liabilities to the Organizing Groups, Primary Event Organizer, individual students, and the University.

Waiver

A document signed by the Primary Event Organizer (PEO) to acknowledge the inherent risk(s) associated with an event.

Responsibilities

Organizing Group

The Organizing Group is responsible collectively for:

- ensuring all requirements of this protocol are met, including all requirements related to the planning and execution of an event, and
- identifying to the University the Primary Event Organizer authorized to act on its behalf

Primary Event Organizer

The Primary Event Organizer of any event is responsible for:

- attending the event;
- ensuring that all the requirements of this protocol are met including all requirements related to the planning and execution of the event;
- dealing appropriately and safely with any problems that might arise leading up to, during, and following the event;
- any breaches of this protocol that may occur during the planning and execution of the event;

No event is to take place without following this process:

Protocol

The risk management process comprises the evaluation and mitigation of risk associated with an event. All members of Hart House and Hart House staff share in the responsibility to ensure a safe environment at all Hart House Farm events as described in this protocol. In order to minimize risk to event participants, due diligence dictates that the following steps be taken:

1. The PEO for each event, must:
 - acknowledge having received and read a copy of the Event Risk Awareness Sheet
 - complete and sign a copy of the Hart House Farm Contract;
 - acknowledge having reviewed a copy of the Student Code of Conduct and the University's Policies on Alcohol, Harassment, and Sexual Harassment (see below); and
 - sign the appropriate waivers
2. Upon arrival at the Farm, the PEO will meet with the Farm Resident to:
 - present a written copy of the Hart House Farm Contract;
 - receive a copy of a map of the Farm and an information sheet regarding safety precautions and important telephone numbers;
 - review emergency procedures and regulations
3. Records including forms, approvals, waivers and incident reports shall be retained by the applicable Hart House office for all events for a period of two years from the date of the event.

<http://www.governingcouncil.utoronto.ca/policies/studentc.htm>

<http://www.governingcouncil.utoronto.ca/policies/alcohol.htm>

<http://www.governingcouncil.utoronto.ca/policies/sexual.htm>

CONTINGENCIES

The farm resident is authorized to take appropriate measures as necessary to ensure the health and safety of guests of the farm. This includes expulsion from the property in those instances where conduct endangers the individual(s) involved or others, or results in damage to the property of the University, or interferes with the rights of other persons to full enjoyment of the Farm.

- In case of emergency, please do not hesitate to ask the farm resident, Steve Warn, for assistance at any time of the day or night. The Farm Resident is trained in first aid and CPR. His cell phone number is 519-217-0072.
- Should any conflict arise among members of your group or with other guests of the farm, please do not hesitate to ask the Farm Resident for assistance in resolving issues.

HART HOUSE FARM EVENT RISK AWARENESS SHEET & WAIVER

All Primary Event Organizers and Organizing Groups share in the responsibility to ensure a safe environment at events taking place at Hart House Farm. This sheet is intended to draw your attention to issues that may need to be addressed in advance of the event date to mitigate any risk attached to the event.

1. Have you thought of the possibility that some of the participants in your event may have particular food allergies? What arrangements have you put in place to address this?
2. Have you considered possibility that some individuals may have non-food allergic reactions like bee stings? What arrangements have you put in place to address this?
3. Have you established any measures to address the possibility of food poisoning? Are you aware of the guidelines regarding proper food storage and the safe handling and cooking of food?
4. Is someone trained in first aid or emergency response? What plans have you put in place to address the possible occurrence of any minor or major injury?
5. What measures have you put in place to deal with the possibility of intoxication on the part of participants, underage consumption, and other alcohol-related risks?*
6. How do you plan to manage the possibility of assault or sexual assault? Is anybody trained in conflict management? Is anyone trained in sexual assault prevention? Has the group made any plans to educate participants regarding sexual assault issues?*
7. What measures have you put in place to address possible incidents involving racism, sexism, and homophobia?*

Alcohol and Codes of Conduct

Hart House Farm is a University facility for students and Hart House members, and as such, alcohol is permitted. However, the selling of alcohol is strictly prohibited. The legal drinking age must be respected. Additionally, all Farm visitors must act responsibly. The Farm Resident may at any time ask that alcoholic beverages be removed, or may ask a group to leave if their behaviour is dangerous or irresponsible.

If the Farm Resident or the Hub staff deem it appropriate, groups may be asked to provide letter of endorsement from their Faculty/College/Department, and/or that a Faculty/College/Departmental representative oversee the group's visit to the Farm

***Please review the Universities policies regarding alcohol and sexual harassment at these links:**

<http://www.governingcouncil.utoronto.ca/policies/alcohol.htm>

<http://www.governingcouncil.utoronto.ca/policies/sexual.htm>

Hart House Farm Consent/Waiver:

I/WE, the UNDERSIGNED, hereby acknowledge that certain RISKS OF INJURY are inherent to participation in sports and recreational activities. These types of injuries may be minor or serious and may result from one's own actions, or the actions of others, or a combination of both.

I/WE understand that the RULES AND REGULATIONS are designed for the safety and protection of participants and hereby undertake to abide by these rules and regulations.

I/WE understand that certain activities require a minimum LEVEL OF FITNESS and HEALTH (physical, mental and emotional) and that each person has a different capacity for participation in these activities.

I/WE agree that THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO shall not be liable for any injury to my person or loss or damage to my personal property arising from, or in any way resulting from, my participation in these activities, UNLESS such injury, loss or damage is caused by the SOLE NEGLIGENCE of the University or its employees or agents while acting within the scope of their duties.

I/WE declare having read and understood the above INFORMED CONSENT and WAIVER AGREEMENT in its entirety and hereby consent to participate acknowledging all of the foregoing.

Signature _____ Date _____

GENERAL INFORMATION

First Aid Kit

The first aid kit is located in the entrance way of Ignatieff House and Bryson Hall.

Parking

Parking for visitors of the farm is available in the lower parking lot. Please keep upper driveway clear for emergency vehicle and farm resident use.

Ponds and Caves

The ponds and caves are for your enjoyment. please visit both locations at your own risk. Children under the age of 16 must be accompanied by an adult. The ponds are not monitored by a lifeguard; please swim at your own risk. If an emergency arises or for any assistance whatsoever, please contact the farm resident for assistance, at any time of the day/evening.

Stove

Please turn on the fan above the stove before using. Please turn off the fan after use.

Barbeques

Never use lighter fluids with the Barbeques.

Toilets

The Farm operates on a septic system. Flushing **any** products other than toilet paper will rapidly fill or clog the septic tank. Use the garbage disposal for these items.

Mattresses

Please ensure that mattresses are not moved out of the buildings.

FARM RULES

No Exclusive Use

It is likely that you will be sharing the farm with other visitors. In order to help your visit and use of the facilities run smoothly, we encourage group representatives to contact each other before their booking dates, to coordinate their use of the Farm. (For example, times for meal preparation, use of Bryce Hall, etc.) The Hub staff can provide you with the appropriate information.

Evening Hikes

If you plan to visit the ponds or any other remote location of the farm in the evening, please inform the Farm Resident so he is aware and communication measures can be arranged.

Off Limits

The following places are off limits:

- The **roof of Ignatieff House**. This area is extremely dangerous.
- The **garage/barn** and the **drive shed**.
- The **fire alarms and extinguishers**. Please do not tamper with the fire alarms or extinguishers. They are there for your protection in an emergency.

GARBAGE FEE

As of September 1, 2006, all groups that book Hart House Farm will be required to pay a \$2.00 fee per bag of waste that is left at the Farm. Each bag may be no more than 18 KG (approx. 40 LBS). Groups will not be charge for any items recycled, provided that glass, metal and plastic are separated by the group and placed in designated containers. Clear plastic bags will be provided by the Farm Resident. The waste fee will be collected at the Farm before your group departs. Groups are encouraged to take advantage of the recycling and composting available at the Farm.

DRIVING DIRECTIONS FROM DOWNTOWN TORONTO

- take Gardiner WEST to Highway 427
- take Highway 427 NORTH to Highway 401
- take 401 WEST to Erin Mills Pkwy/Mississauga Rd. - Exit 336
- travel NORTH on Mississauga Road to Olde Baseline Road (24km)
- turn right (EAST) on Olde Baseline Road (1.1 km)
- Turn left (NORTH) on Creditview Road (Note: Creditview is a dirt / loose gravel road.)
- Watch for the HART HOUSE FARM sign on your right (approx 1.7 km). The Farm is down the laneway (approx 0.5km). 15911 Creditview Rd. PLEASE DRIVE SLOWLY.
- Please park in the lot below the Farm House.
- Contact number for information: Hart House Hub 416-978-2452.
- If you are using an web-based map service, type in **15911 Creditview Road, Caledon, ON, L7C 3G8**