

From: Michelle Fleming <mfleming@alzheimergreybruce.com>

Sent: Wednesday, August 12, 2026 9:12 AM

To: Briana Bloomfield <bbloomfield@owensound.ca>

Cc: Renee Guder <rguder@alzheimergreybruce.com>

Subject: Request to Reduce or Waive Rental Fees for the Bayshore Community Centre - January 22 - 23, 2027 - Alzheimer Society Grey-Bruce - SOUPS ON event.

Dear Briana,

I hope you are well.

I am writing on behalf of the Alzheimer Society of Grey-Bruce to respectfully request consideration of a reduction or waiver of the rental fees for the Harry Lumley Bayshore Community Centre for our annual fundraising event called SOUPS ON. I have attached a copy of our contact for your review. We host our SOUPS ON Fundraiser in January and 2027 will be our 5th Annual Event. The rates have gone up quite a bit over the years and more so for our 2027 event. (over 40% from our 2026 rental)

This event is an important community fundraiser that helps support local individuals and families living with dementia throughout Grey-Bruce. Funds raised are used to provide programs, education, support services, and resources that benefit families of our community. As a registered charitable organization, we work to keep event expenses as low as possible so that more of the proceeds can be directed toward client services. The City's support through a reduced or waived rental fee would have a meaningful impact on the overall success of the event and the people we serve.

We greatly value our partnership with the city and appreciate your consideration of this request. I would be pleased to provide any additional information you may require.

Thank you for your time and support.

Kindest regards,

Michelle

Michelle Fleming

Community Development & Engagement Coordinator

Alzheimer Society of Grey-Bruce

(519)-376-7230 Ext 1122

mfleming@alzheimergreybruce.com



The banner is divided into three sections. The left section contains text: 'Local Chefs. Legendary Soups. Make a Difference, One Bowl at a Time. Saturday, January 23rd, 2027 from 11:00 AM - 2:00 PM Harry Lumley Bayshore Community Centre Owen Sound, Ontario In support of the Alzheimer Society GREY-BRUCE'. The middle section features a logo of a blue spoon and the text 'SOUP'S ON and Silent Auction' with a 'LEARN MORE' button. The right section is a photograph of several bowls of soup.

Local Chefs.
Legendary Soups.
Make a Difference,
One Bowl at a Time.
Saturday, January 23rd, 2027
from 11:00 AM - 2:00 PM
Harry Lumley Bayshore Community Centre
Owen Sound, Ontario
In support of the
Alzheimer Society
GREY-BRUCE

SOUP'S ON
and Silent Auction
LEARN MORE



APPLICATION

Page 3 of 5
APPENDIX A

WAIVING OF RENTAL FEES REQUEST FORM

POLICY # CS37

(Note: please submit completed application a minimum of 6 weeks prior to the event)

Name of Group/Organization/Individual: <u>Alzheimer Society Grey-Bruce</u>		
Contact name of individual: <u>Renee Guder, Executive Director</u>		
Address: <u>753 2nd Ave East</u>	City: <u>Owen Sound</u>	Postal Code: <u>N4G 2K9</u>
Email address: <u>mflaming@alzheimer</u>	Phone number: <u>519-376-7230 x1120</u>	
Describe the fundraising event: <u>greybruce.com</u> <u>Soupsal brings the community together for a soup competition by local</u> <u>restaurants, we offer a silent auction + entertainment.</u>		
Date of Event: <u>Sat, Jan 23, 2027</u>	Event Location: <u>Owen Sound Bayshore Comm Centre</u>	
Service/Program or Capital Project to benefit from this fundraising event: <u>Alzheimer Society of Grey-Bruce to help provide programs,</u> <u>support + services to families living with dementia in</u> <u>Owen Sound and Grey-Bruce</u>		

Declaration:

I, [Signature], on behalf of the above named organization/group certify that I have read and understand the conditions outlined by Policy CRC37 and will comply with the terms and conditions outlined therein.

For more information, please contact:

City of Owen Sound
Community Services Department
808 2nd Avenue East, Owen Sound, ON N4K 2H8
519 376 1440

For internal use only:

Date received: _____.

Does the application meet the criteria outlined by the policy Y N

Pre event budget received and reviewed Y N

Post event budget to be received by: _____.

Authorization of Director of Community Services _____.

Authorization of Director of Financial Services _____.

Amount of rental fee eligible for waiver _____.

(To accompany Application for Waiving of Rental Fees)

Organization/Business:

Alzheimer Society Grey - Bruce**REVENUE:**

Registration Fee - \$ 25 per ticket x 580 tickets sold # of Teams/Participants = \$ 14,500
~~Liquor Sales (Net Profit)~~ donations 1,700
~~Raffles/Draws, etc.~~ pottery sales 1,400
Sponsorships/Auctions 22,000
above based on previous years (averages)
TOTAL REVENUE \$ 39,600

EXPENSES:

Entertainment/Umpires, etc. \$ _____
(Include all costs, ie. Accommodation, meals)
Awards/Prizes 445.00
Supplies + misc. 3,420.00
Equipment Rental _____
Insurance _____
Miscellaneous (i.e. Advertising, office supplies, telephone, etc.) 2,200.00
TOTAL EXPENSES \$ 6,065.00
NET PROFIT TO BE DONATED TO CITY PROJECT \$ 0

Facility Rental Agreement



Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.

Contract

Contract #:	FA-20876/Alzheimers Society of Grey-Bruce - 2027 Soups	Prepared by:	Andy O'Leary
Date:	24 Nov 2025	Status:	Firmed

Client Information

Name:	Michelle Fleming	Account:	Alzheimers Society of Grey-Bruce
Phone #:	(519) 376-7230	Email:	mcleming@alzheimergreybruce.com
Address:	753 2nd Ave E, Owen Sound, Ontario, N4K 2G9		

Facility Rental Summary

Repeat	Facility	Day	Start	End	Date Range	# Sess.	Event ID
	R.E. Rutherford	Fri	08:00 AM	11:00 PM	22 Jan 2027	1	00042399
	Shore Rooms 1 and 2	Fri	08:00 AM	11:00 PM	22 Jan 2027	1	00042400
	R.E. Rutherford	Sat	07:00 AM	05:00 PM	23 Jan 2027	1	00042401
	Shore Rooms 1 and 2	Sat	07:00 AM	05:00 PM	23 Jan 2027	1	00042402

Exclusions, Additions & Modifications

Type	Facility	Day	Start	End	Date	Event ID
-	-	-	-	-	-	-

Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
R.E. Rutherford	22 Jan 2027	22 Jan 2027	Friday	08:00 AM - 11:00 PM	\$200.00 (SystemPriceType)	\$200.00
Shore Rooms 1 and 2	22 Jan 2027	22 Jan 2027	Friday	08:00 AM - 11:00 PM	\$0.00 (SystemPriceType)	\$0.00
R.E. Rutherford	23 Jan 2027	23 Jan 2027	Saturday	07:00 AM - 05:00 PM	\$1,500.00 (SystemPriceType)	\$1,500.00
Shore Rooms 1 and 2	23 Jan 2027	23 Jan 2027	Saturday	07:00 AM - 05:00 PM	\$750.00 (SystemPriceType)	\$750.00

Facility Fees

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
R.E. Rutherford	\$200.00	\$0.00	\$26.00	\$226.00	1
R.E. Rutherford	\$1,500.00	\$0.00	\$195.00	\$1,695.00	1
Shore Rooms 1 and 2	\$0.00	\$0.00	\$0.00	\$0.00	1
Shore Rooms 1 and 2	\$750.00	\$0.00	\$97.50	\$847.50	1

Extra Fees

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
-	-	-	-	-	-	-

Extra Fees Details

Extras per Contract

Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Shore Rooms 1 and 2	22 Jan 2027	Friday	08:00 AM - 11:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R.E. Rutherford	22 Jan 2027	Friday	08:00 AM - 11:00 PM	\$200.00	\$0.00	\$0.00	\$26.00	\$226.00
Shore Rooms 1 and 2	23 Jan 2027	Saturday	07:00 AM - 05:00 PM	\$750.00	\$0.00	\$0.00	\$97.50	\$847.50
R.E. Rutherford	23 Jan 2027	Saturday	07:00 AM - 05:00 PM	\$1,500.00	\$0.00	\$0.00	\$195.00	\$1,695.00

Invoice

Due Date	Amount	Remaining Balance
01 Jul 2026	\$2,768.50	\$2,768.50

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$2,450.00	\$318.50	\$0.00	\$0.00	\$2,768.50

Conditions of Use

Per the City's Fees and Charges By-law, a 25% non-refundable deposit is due upon booking. Remainder is due 90 days prior to the booking date.

The facility will close no later than 2 a.m. If the event organizer wishes for staff to remain open later, a request for overtime must be submitted to the Arena Manager bill at a rate of \$100/hr.

The Client acknowledges that they will be required to enter into a License Agreement for Facility Use, 90 days prior to the booking date, for:

- i) bookings at city facilities where an expected attendance of greater than 500 is expected
- ii) Bookings at city facilities that may involve the sale or consumption of alcohol as outlined in the City's Municipal Alcohol Policy.

Insurance will be provided in accordance with the City's Municipal Alcohol Policy.

The use of cooking devices, including BBQ's must be approved by the City. All devices must be TSSA Certified; Grey Bruce Health Unit must be notified of such an event. All caterers/food providers must possess and be able to provide a Safe Food Handlers certificate.

All users and guests are required to comply with City By-laws and Policies, including but not limited to the Smoke Free Ontario Act and the City's Municipal Alcohol Policy.

The J.D. McArthur Arena and Julie McArthur Regional Recreation Centre are nut aware facilities as per Policy CS83 and by-law #2017-40.

Questionnaire(s)

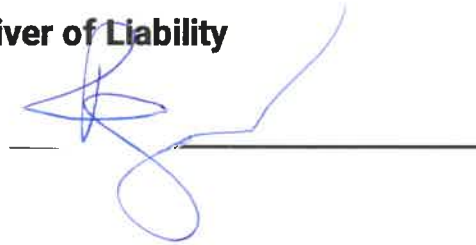
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Release and Waiver of Liability

Date: 06 Aug 2026

Client Signature

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be a cursive or semi-cursive script.