

# Municipality of Callander Facility Rental Package



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## List of Municipal Parks and Facilities

| Facility & Address   | Capacity   | Amenities  |
|--|--|--|
| <b>Callander Community Centre<br/>1984 Swale Street</b>          |  |  |
| Large Hall - includes kitchen & bar                              | 350 classroom seating; 200 (sitting around tables) | <ul style="list-style-type: none"> <li>• Full Commercial Kitchen</li> <li>• Bar &amp; Cooler</li> <li>• Coat Room</li> <li>• 40 round tables (68" diameter)</li> <li>• 20 rectangular tables (30" x 96")</li> <li>• 250 Chairs</li> <li>• Podium</li> <li>• Stage (24' x 12')</li> <li>• Sound System &amp; Wireless Microphone</li> </ul> |
| Orton Room – includes change rooms & washrooms                   | 75 classroom seating; 40 (sitting around tables)   | <ul style="list-style-type: none"> <li>• Small Kitchen</li> <li>• Microwave, Fridge</li> <li>• 6 round tables (68" diameter)</li> <li>• 2 rectangular tables (30" x 96")</li> <li>• 50 chairs</li> <li>• 2 change rooms/washrooms</li> </ul>   |
| Bill Barber Complex (covered outdoor rink) – includes Orton Room | Varies   | <ul style="list-style-type: none"> <li>• Benches</li> <li>• Hockey lines &amp; nets</li> <li>• Electrical outlets &amp; lighting</li> </ul>  |
| Yarlasky Park Athletic Field                                     | Varies   | <ul style="list-style-type: none"> <li>• Appropriate uses: youth soccer and pick- up games</li> </ul>  |
| <b>South Shore Community Centre<br/>1875 HWY 654 West</b>        |  |  |
| Upstairs Hall  | 40   | <ul style="list-style-type: none"> <li>• Small Kitchen with limited silverware, dishes and glasses</li> <li>• Microwave, Refrigerator, Coffee Maker, Kettle</li> <li>• 5 round tables (68" diameter)</li> <li>• 40 chairs</li> </ul>   |
| Downstairs Skate Change Area                                     | 40   | <ul style="list-style-type: none"> <li>• Benches &amp; Washrooms</li> </ul>  |
| South Shore Soccer Field   | Varies   | <ul style="list-style-type: none"> <li>• Appropriate uses: youth soccer and pick-up games</li> </ul>   |

### Other Municipal Parks & Facilities Available for Rent (No Alcohol Allowed)

|  |   |
|--|---|
| Centennial Park                        | North End of Park Available for Wedding Ceremonies Only |
| Centennial Park Gazebo (25 -30 people) | Birthday Parties, Picnics and Family Get-togethers      |

## Callander Municipal Facility Rental Rates

| Facility   | Daily Fee | Half Day (up to 6 hours) | Hourly Rate |
|--|-----------|--------------------------|-------------|
| <b>Callander Community Centre</b>  |           |                          |             |
| Large Hall - includes kitchen and bar  | \$400     | \$250                    | \$50        |
| Kitchen ONLY   | \$150     | \$85                     | \$20        |
| Bill Barber Complex - includes Orton Room (when bare – no ice rink)          | \$300     | \$175                    | \$35        |
| Bill Barber Complex – includes Orton Room (when ice rink is operational)     | N/A       | N/A                      | \$50        |
| Orton Room ONLY  | \$150     | \$85                     | \$20        |
| Wedding Special (Large Hall, Kitchen & Bar 10am Friday – midnight on Sunday) | \$800     | N/A                      | N/A         |
| Yarlasky Athletic Field  | \$60      | \$35                     | \$15        |
| <b>South Shore Community Centre</b>  |           |                          |             |
| Upstairs Meeting Room  | \$80      | \$40                     | \$15        |
| Outdoor rink area – includes change rooms & washrooms                        | \$80      | \$40                     | \$15        |
| South Shore Athletic Field   | \$50      | \$25                     | \$15        |
| <b>Other Rentals (no alcohol allowed)</b>                                    |           |                          |             |
| Centennial Park Gazebo   | N/A       | N/A                      | \$25        |
| Centennial Park (north end)  | N/A       | N/A                      | \$25        |

### Yarlasky Sign Rental    \$50/weekend; \$125/week

NOTE: The above fees do not include the cost of liability insurance or HST which is required for all facility rentals. For more information please call 705-752-1410 Ext: 300.

These rates are subject to change without notice

Half day = up to 6 hours

Full Day = anything over 6 hours

The lessee is responsible for ALL set up and clean up associated with the event/rental.

# The Corporation of the Municipality of Callander Facility Rental Policy

## Purpose

The purpose of the Facility Rental Policy is to promote the use of municipal facilities, to provide guidelines for their use, and to ensure that the Municipality, lessee(s) and participants are protected.

The Municipality offers several facilities which may be rented for a variety of events (restrictions may apply) such as:

- Conferences and Meetings
- Weddings, Family Reunions, Birthday Parties, Bridal Showers, Baby Showers
- Fundraisers, Craft Shows, Trade Shows
- Recreational Activities

NOTE: There may be special circumstances or conditions under which additional terms and conditions may be required to support the use of Municipal Facilities. The Municipality reserves the right to assess facility requests and make amendments as necessary.

## Application Process

All facility use requests must be completed in writing and submitted to the Municipal Office. A 50% non-refundable deposit is required to confirm a booking. Tentative bookings will be held for 48 hours and released if the deposit is not received.

The Municipality reserves the right to request items such as layout map, parking plans, et cetera for any events.

## Rules & Regulations

1. The Lessee is responsible for completing the rental agreement and is required to make a 50% non-refundable payment upon booking, unless otherwise stipulated.
2. The Lessee shall obey and observe all Laws, By-laws and Regulations of the Municipality of Callander, the Province of Ontario and the Government of Canada.
3. The lessee shall carry Commercial General Liability Insurance issued on an occurrence basis in the amount of no less than two million dollars (\$2,000,000) per occurrence and shall name ***“The Corporation of the Municipality of Callander”*** as additional insured with a cross liability clause.

A Certificate of Insurance evidencing coverage including a fifteen (15) day notice of cancellation clause is required to be submitted to the Municipal Office a minimum of one week (1) prior to the rental of the facility. Failure to provide this documentation will result in cancellation of the booking. **No refund will apply.**

For private rentals, not associated with a league, business, or organization, insurance is available under the Municipality’s Facility User Solution Coverage. Please see the attached Schedule “B” for a list of events and rentals eligible for this coverage

The lessee shall indemnify and hold harmless the Corporation of the Municipality of Callander and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability or expenses arising out of the use and/or occupation of the property belonging to the Municipality by the user group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Municipality.

4. The Lessee may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required as a result of the rental. Charges may include staff time required to return the facility to its original state.
5. All contracts are signed on the basis that the Lessee shall be responsible for any damages to the facility, the furnishings, or any other property owned by the Municipality.
6. Callander Municipal Parks and Facilities are **SMOKE-FREE**. Please abide by all By-laws and signage posted at these facilities. A designated smoking area, located outside, is available and all attendees at the Lessee’s event must stay within this area to smoke.
7. Any function that involves preparing and/or providing food and/or beverages to the public, regardless of whether or not it is free or there is a fee charged, the Lessee is responsible to obtain North Bay Parry Sound District Health Unit approval and must adhere to all Health Unit requirements with respect to but not limited to food preparation, storage and handling.
8. Access to the facility must be during the specified times on the agreement **only**.
9. The Lessee will be responsible for set up and take down of all tables, chairs and amenities. The items shall be stored in the original location upon conclusion of the rental. All personal materials and equipment must also be removed upon conclusion of the event.

10. Do not use tape or tacks on any walls, windows or floors in the facility, unless approval has been given ahead of time by the Municipality. Helium balloons may be used provided that they are securely anchored. Throwing or rice/confetti, use of dry ice, or use of any type of pyrotechnic device is prohibited. Candles are permitted on cakes (no sparklers are allowed).
11. Rental keys may be picked up from the Municipal Office located at 280 Main St North, Callander during regular office hours **Monday – Friday 8:30 am - 4:30 pm**. If it is a weekend rental, please ensure that the key is picked up before the Municipal Office closes. If Wi-Fi vouchers have been requested, please ensure connection is successful before the Municipal Office closes. The Municipal Office is closed on Statutory Holidays.
12. Upon conclusion of the rental, the keys may be returned to the Municipal Office – if outside of office hours, you may return the keys by placing them in the silver drop box outside of the front door of the Municipal Office. Failure to return the keys will result in a fifty (\$50) charge.
13. If the Lessee's event will be licensed, a copy of the Special Occasion Permit, liability insurance, security confirmation, and any other required documentation must be submitted fourteen (14) days prior to the event. Failure to provide this information will result in the cancellation of the rental.
14. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.
15. Anything, regardless of size, that requires stakes, anchoring or the likes of it to be put into the ground in any Municipal Park must be pre-approved by the Municipality and the organizer is required to contact Ontario One Call at 1-800-400-2255 to have locates done. Please allow two weeks prior to your event to arrange for locates.
16. All concerns, safety or otherwise, should be reported in writing to Municipal Staff.
17. All Requests for fee waivers shall be received no later than three (3) months prior to the event.
18. The Municipality reserves the right to decline bookings for staffing, safety, and/or other reasons.
19. All Lessees are responsible for adhering to the Ontario Fire Code Regulations.
20. This policy and rental fees are subject to change without notice.

**Municipal staff will complete this checklist the morning after use. If deficiencies are found the \$250.00 deposit will be utilized to offset expenditures proportionately. This also applies to damage to the building and/or contents.**

**If the amount exceeds the \$250.00 deposit, you will be invoiced for the balance.**

**As the Lessee you are responsible for all set up and clean up associated with your rental**

1. All outside doors are to be checked and locked before leaving the building.
2. The Lessee is responsible for sweeping the floor after the group has finished for the day/night.
3. All black boot scuff marks are to be cleaned off the floor before you leave.
4. All spills or wetness is to be mopped up. A pail and mop will be provided.
5. Check all toilets in each washroom to ensure they are flushed, and papers picked up off the floor. Ensure toilets have shut off and are not still running after being flushed.
6. All tables and chairs are to be wiped clean of dirt and/or sticky material before stacking. Any tables used for crafts must be covered with a sheet of plastic/paper to prevent paint and glue adhering to the tabletop.
7. Ensure that all kitchen appliances have been turned off.
8. Tables and Chairs are to be stacked in piles of 10 only ensuring table legs do not rest against table surface. Please do not damage walls while stacking. Do not block exits with stacked tables/chairs.
9. Please DO NOT drag tables and chairs on floor. Please lift and place them in the desired location and/or use the carts provided.
10. All lights must be turned off, including washrooms, hallways, bar, and kitchen(s) before leaving the building.
11. All garbage must be placed in the garbage dumpster outside at the back of the building. A key for the bin is hanging at the bar.
12. Any cardboard boxes and or recycling items are to be folded and stacked neatly.
13. Keys should be returned to the Municipal Office or placed in the drop box outside the front door of the Municipal Office.
14. No staples are to be used on tables, walls, bar or any place in the building.
15. No tape of any type is permitted for use in hall (floors, walls, windows or tables), unless approval has been obtained by the Municipality prior to the event.
16. All groups using the hall must notify the Municipal Office at 752-1410 if they are not going to be using the hall for their scheduled time.



# Facility Rental Checklist

**The Lessee is responsible for submitting the following items with their rental agreement.  
Keys to the facility will not be released until the items below are submitted.**

- Completed and Signed Rental Agreement
- Full payment received, including damage/key deposit (amount to be determined by event risk)
- Liability Insurance
- Application for Exemption – Noise By-Law 2013-1374 (including \$75.00 fee)
- Alarm System procedures reviewed with staff and understood by Lessee

**For events that will be serving alcohol, the following items are also required:**

- Completed and Signed Municipal Alcohol Policy
- Copy of Special Occasion Permit and Liquor License
- Copies of Smart Serve Certificates for all servers, ticket sellers, floor and door monitors.
- Confirmation in writing from an approved security firm.

## **SCHEDULE “B”**

### **Facility User Solution Coverage – Municipal Facilities**

#### **Activities or Events Insured**

Approved Activities include the following Non-Sporting and Sporting Events:

#### **Non-Sporting Events**

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunion, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

#### **Sporting Events**

Badminton, Baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, Frisbee, handball, non-contact sports (martial arts, pick-up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swimming, t-ball, track & field, volleyball and yoga.

#### **Excluded Activities**

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling.

**While we do provide coverage under the program for sporting activities, we do NOT provide coverage for Organized Sports Teams or Leagues.**

# FACILITY RENTAL AGREEMENT

Name of Individual and/or Organization (Lessee/Permit Holder):

\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facility/Facilities Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Do you or your organization have liability insurance?                      YES                      NO

Will alcoholic beverages be served at your event?                      YES                      NO

Do you require Wi-Fi access?                      YES                      NO

Total Fee: \_\_\_\_\_

## Indemnification and Hold Harmless Clause

The Lessee shall indemnify and hold harmless the Corporation of the Municipality of Callander and any of its officers, members of Municipal Council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability, or expenses arising out of the use and/or occupation of the property belonging to the Municipality by the user group and any of its officers, members of Municipal Council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Municipality.

I hereby declare that I have received and fully understand the Municipality of Callander Facility Rental Package and will abide fully with the rules and regulations contained within it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

Municipality of Callander Staff