

Municipality of Callander Facility Rental Package



List of Municipal Parks and Facilities

Facility & Address	Capacity	Amenities
Callander Community Center 1984 Swale Street		
Large Hall	375	<ul style="list-style-type: none"> • Full Kitchen • Bar, Fridge, Freezer • Coat Room • 40 Round Tables • 35 banquet style tables • 250 Chairs • Podium • Stage • Wireless Microphone
Orton Room	100	<ul style="list-style-type: none"> • Small Canteen • Microwave • Tables & Chairs • 2 hockey change rooms
Bill Barber	Varies Depending on Use	<ul style="list-style-type: none"> • Players benches, • Hockey lines & Nets, • Electrical outlets and Lighting
Yarlasky Park Field	Varies Depending on Use	<ul style="list-style-type: none"> • Appropriate uses: youth soccer and pick- up games
South Shore Community Centre 1875 HWY 654 West		
Upstairs Hall	40	<ul style="list-style-type: none"> • Small Kitchen with limited silverware, dishes and glasses • Microwave, Refrigerator, Coffee Maker
Downstairs Skate Change Area	40	<ul style="list-style-type: none"> • Benches & Washrooms
South Shore Soccer Field	Varies Depending on use	<ul style="list-style-type: none"> • Appropriate uses: youth soccer and pick-up games

Other Municipal Parks & Facilities Available for Rent

Centennial Park	North End of Park Available for Wedding Ceremonies Only
Memory Tree Park	Available for Wedding Ceremonies Only
Centennial Park Gazebo	Birthday Parties, Picnics and non-licensed events

Callander Municipal Facility Rental Rates Schedule "A"			
Facility	Daily Fee	Half Day 6hrs	Hourly Rate
Callander Community Centre			
Large Hall (Includes Kitchen and Bar)	\$320	\$200	\$40
Kitchen ONLY	\$100	\$60	\$15
Orton Room	\$120	\$60	\$25
Bill Barber Complex (Includes access to Orton Room & Change Rooms)	\$320	\$160	\$50
Wedding Special (Large Hall, Kitchen & Bar 10am Friday – Sunday)	\$500	N/A	N/A
South Shore Community Centre	\$100	\$60	\$20
Athletic Fields (South Shore & Yarlasky)	\$50	\$25	\$15
Centennial Park Gazebo (Alcohol is Not permitted)	N/A	N/A	\$20
Memory Tree Park & Centennial Park for Wedding Ceremonies	N/A	N/A	\$60
Yarlasky Park Sign (Based on Availability - Municipal Events take precedent) \$50/weekend \$100/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 a number of facilities which can be rented for a variety of events/programming such as:

- Conferences and Meetings
- Recreational Activities such as: fitness classes, dance classes, sports leagues, team practices.
- Weddings, receptions, family reunions, birthday parties, bridal/baby showers and funeral services
- Fundraisers, craft sales, trade shows

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.

Municipal Events and Programming will take precedent over facility booking requests.

The Municipality reserves the right to from time to time request items such as layout map for the event; parking plans additional types of insurance depending on the specifics of the event, etc.

Failure to satisfactorily meet these conditions relating to the requests shall be deemed a breach of this agreement and will result in the cancellation of the rental.

Rules & Regulations

1. The Lessee(s) is responsible for completing the rental agreement and is required to make payment upon booking, unless otherwise stipulated.
2. The Lessee(s) 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. Rentals who are eligible for such coverage and do not have the insurance identified above are charged an Insurance Administrative Fee for this service and 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. The Lessee shall be responsible for all related charges including a \$50 (plus applicable taxes) administration fee. 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 and located within the rented facility.
6. Callander Municipal Parks and Facilities are **SMOKE-FREE**. Please abide by all By-laws and signage posted at these facilities.
7. If the Kitchen/Canteen facilities are used, they must be left in a clean and orderly state.
8. Any function that involves preparing and/or providing food and/or beverages to the public, regardless of whether or not it is free or 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.
9. Access to the facility must be during the specified times on the agreement **only**.
10. Two change rooms are available on the Orton Room side of the Community Centre. If required for the rental, this must be indicated on the rental agreement.

11. 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.
12. Do not use tape or tacks on any walls, windows or floors in the facility. In addition the following are prohibited but not limited to: open flames, confetti, fog machines, dry ice, or any other type of pyrotechnic devices.
13. Rental keys are to be picked up from the Municipal Office located at 280 Main St North, Callander ON 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. The Municipal office is closed on Statutory Holidays.
14. Upon conclusion of the rental, the keys can be dropped in the Municipal drop box or returned the next business day. Failure to return the keys will result in a fifty (\$50) charge.
15. If the Function is an alcohol related function, this shall be indicated on the rental agreement and the Lessee must adhere to the Municipal Alcohol Policy. A copy of the Special Occasion Permit, Insurance, security confirmation and all required documentation must be submitted fourteen (14) days prior to the event. Failure to provide this information as required will result in the cancellation of the rental.
16. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.
17. Anything, regardless of size, that requires stakes, anchoring or the likes of it to be put into the ground in any Municipal Park requires the organizer 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.
18. All concerns, safety or otherwise, should be reported in writing to Municipal Staff.
19. All Requests for fee waivers shall be received no later than (thirty 30) days prior to the event.
20. The Municipality reserves the right to decline bookings for staffing, safety and/or other reasons.
22. All Lessees are responsible for adhering to Ontario Fire Code Regulations which address matters such as maintaining clear fire exits, no more than 20% combustible items are to be utilized, and all flames/candles must be contained. **Any and all use of candles must first be approved by the Callander Fire Chief. Please call 705-752-2839 for more information.** Visit www.ofm.gov.on.ca and follow the links for more information.
- 23. This Policy and Fee Schedules are subject to amendments without prior notice.**



Callander Community Centre Security System Procedures

Disarming Security System

Upon Arrival:

1. Unlock door with Key provided
2. Enter code provided in Key Panel on the wall to your right – this will disarm the security system
Remain within Rental Agreement Area

Arming Security System

Upon Departure:

1. Check Perimeter – lock all doors. Security system will NOT arm properly if there is a door ajar.
2. Make sure ✓ is green in top right corner of key pad (If not one of the doors is open)
3. Enter code PROVIDED to you by Municipal Staff and exit building
4. Lock door

Should Alarm be Set-off accidentally

Call Alarm Monitoring

Security Today at 1-800-265-1417

Provide your CODE and one of the following numbers based on your location:

Renter & Building #

Building # 2-5-6181 for Callander Community Centre **Building # 2-5-6178** for South Shore Community Centre

Please wait by phone for call back

In Case of a Building Maintenance Emergency

You are calling from **Callander Community Centre at 1984 Swale Street, Phone #705-752-3361**

OR

South Shore Community Centre 1875 HWY 654 Phone #705-752-2105

For any emergencies relating to building maintenance please call in order:

- | | |
|-----------------------------|---------------|
| 1. Troy VanHorn, Operations | #705-845-8945 |
| 2. Gary Mote, Operations | #705-845-8367 |

FOR ANY OTHER EMERGENCY PLEASE CALL 911

All renters are responsible for arming & disarming the security system. Following the above procedures will prevent Police and/or staff from being dispatched, which could lead to further charges.

Signature of Renter

Date Reviewed

July 27, 2018

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. The Lessee is responsible for sweeping the floor after the group has finished for the day/night.
2. All black boot scuff marks are to be cleaned off the floor before you leave.
3. Check all toilets in each washroom to ensure they are flushed and papers picked up off the floor. Ensure toilets have all shut off and are not still running after being flushed.
4. 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.
5. Ensure that the Coffee Maker, Stove, Dishwasher have been turned off.
6. 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.
7. Please DO NOT drag tables and chairs on floor. Please lift and place them in the desired location and/or use the carts provided.
8. **ALL LIGHTS** in the washrooms, hallways, bar, as well as the Main Hall and/or Orton Room, kitchen or canteen are to be turned off before leaving the building.
9. **All outside doors are to be checked and locked before leaving the building. Side doors, rear doors and kitchen door should be double checked.**
10. All spills or wetness is to be mopped up. A pail and mop will be provided.
11. Any **food type or foul odor garbage is not to be left in the building** but 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. **Return keys to Municipal Office or night drop box immediately after facility rental.**
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).
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.

- Full payment received
- Completed and Signed Rental Agreement
- Completed and Signed Municipal Alcohol Policy (if applicable)
- If you are a league, business or organization - an insurance certificate naming “*The Corporation of the Municipality of Callander*” as additionally insured for \$2 million, with cross liability clause
- **a)** Purchase Facility User Liability Insurance through the Municipality

OR

- **b)** Party Alcohol Liability Insurance Certificate adding “The Corporation of the Municipality of Callander” as additional named insured for two (\$2) million dollars with a cross liability clause (For events involving alcohol)
- Copy of Special Occasion permit
- Copies of Smart Serve Certificates for all servers, ticket sellers, floor and door monitors (For events involving alcohol)
- Confirmation in writing from an approved security firm (For events involving alcohol)
- Damage/Key Deposit (\$250 held on file and returned if no damage occurs during use)
- Alarm System procedures reviewed with staff and understood by Lessee
- Application for Exemption – Noise By-Law 2013-1374

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.

RENTAL QUESTIONNAIRE

- 1. Name of Individual and/or Name of Organization (Lessee/Permit Holder)

- 2. Type of Use: Seasonal One Time Use
- 3. Date (s) of Event: _____
- 4. Times: FROM: _____ TO: _____
- 5. Type of Event: _____ Anticipated Attendance: _____
- 6. Will alcoholic beverages be available and/or sold? **YES** **NO**
(If YES please refer to Municipal Alcohol Policy for Requirements)
- 7. Facility or Facilities Requested: (Please check all that apply)
 - Large Hall Orton Room Bill Barber South Shore
 - Centennial Park Memory Tree Park Gazebo Athletic Field
 - Change Room(s) Kitchen Canteen Skate Park

NOTE: Only those areas listed on the rental agreement may be accessed during the rental

- 8. Do you or your organization have liability insurance? YES NO
- 9. Have you or your organization ever been refused rental privileges at any other Municipal Facility? YES NO
- 10. Have you received a copy of the Municipal Rental Policy? YES NO
- 11. Have you read and understand this Policy? YES NO

SIGNATURE

DATE

Staff Initial: _____

**MUNICIPALITY OF CALLANDER
FACILITY RENTAL AGREEMENT**

I, _____ (name) hereinafter called the Lessee

ADDRESS: _____ Postal Code: _____

TELEPHONE: Residence: _____ Bus/Cell: _____

Hereby have read the terms of agreement and apply to rent the facility indicated below from THE CORPORATION OF THE MUNICIPALITY OF CALLANDER for the purpose of _____.

FACILITY REQUESTED: _____ **Total Fee:** _____

The proposed function is:

- LICENSED **OR** UNLICENSED

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.

It is agreed and understood that upon execution of this Agreement, I will be responsible for:

- (i) The payment of all fees/rates applicable to the above facility rental;
- (ii) Adherence to the Callander Facility Rental Policy as attached including and if applicable The Municipal Alcohol Policy;
- (iii) Payment of any costs associated with damage repair as a result of the above facility Rental;
- (iv) All insurance requirements have been met as outlined in this Policy.

I hereby acknowledge and agree to the above _____
Name/Organization (if applicable)

Signature : _____ Date: _____

Staff Initial: _____