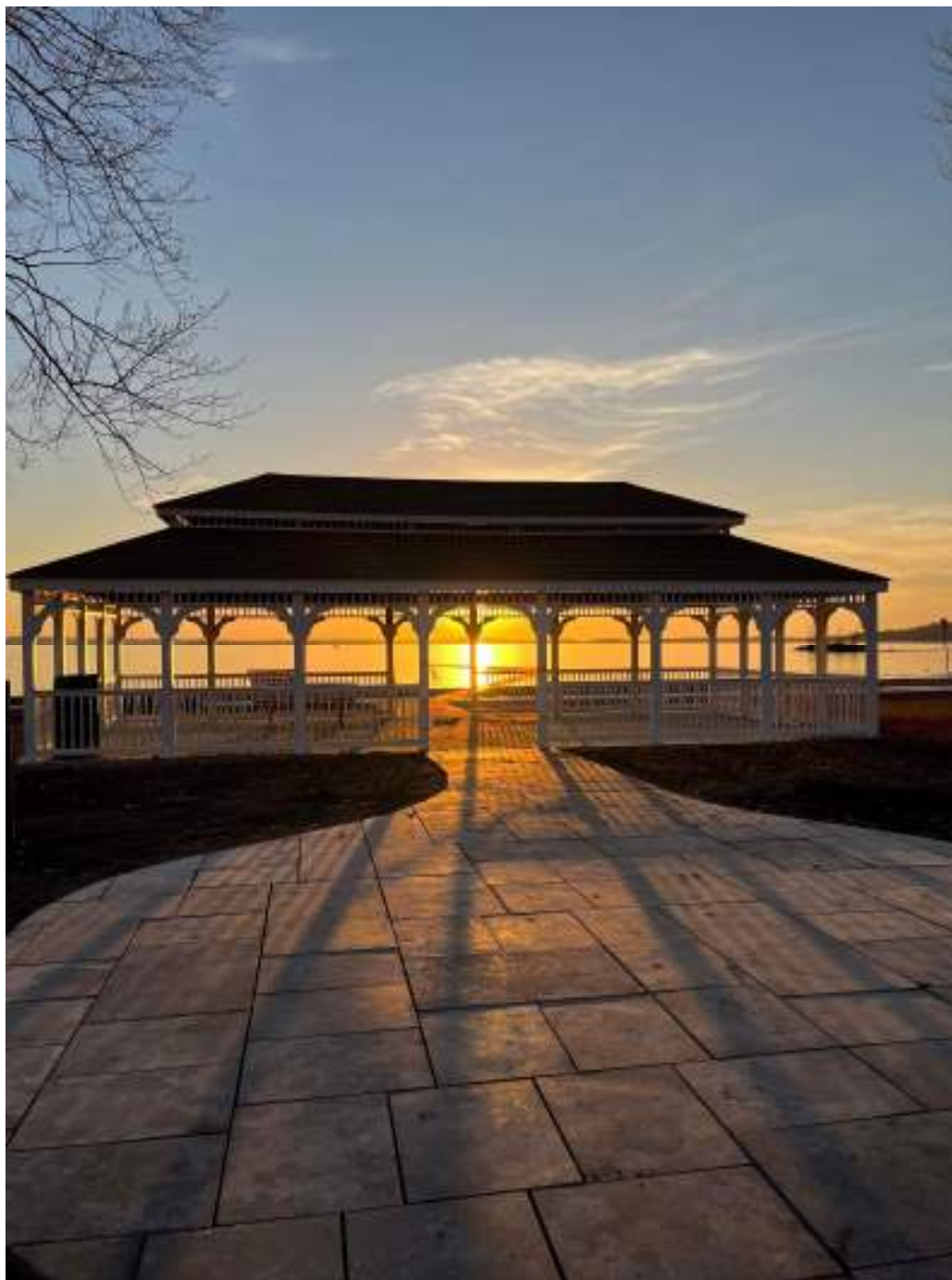


Municipality of Callander Facility Rental Package 2025



Municipal Parks And Facilities

Facilities at 1984 Swale Street – Callander Community Centre

Facility Information	Capacity	Amenities
Community Centre Large Hall, Kitchen and Bar Large Hall: 60'x80' Kitchen: 24'x30'	375 Standing (Max Capacity) 350 classroom seating 200 (sitting around tables)	Full Commercial Kitchen – limited silverware, dishes, and glasses Bar & Cooler Coat Room 40 round tables* 20 rectangular tables** 250 Chairs Podium Stage (24' x 12') – not moveable Sound System & Wireless Microphone
Community Centre Orton Room Orton Room: 20'x80'	100 Standing (Max Capacity) 75 classroom seating 40 (sitting around tables)	Small Kitchen Microwave, Fridge 6 round tables* 2 rectangular tables** 50 chairs 2 change rooms/washrooms Not Air Conditioned
Bill Barber Complex 80'x200'	800 Standing (Max Capacity) <i>If the large back doors to the rink are closed the Maximum Capacity is 150. If the event will be having more than 150 then a request will need to be made to the Municipality to have these doors opened for a Maximum Capacity of 500.</i>	Benches Hockey lines & nets Electrical outlets & lighting
Yarlasky Park Athletic Field	Usage Dependent	Outdoor sports field

Facilities at 1875 Hwy 654 W – South Shore Community Centre

Facility Information	Capacity	Amenities
Upstairs Hall 18' X 30'	40	Small Kitchen with limited silverware, dishes, and glasses Microwave, Refrigerator, Coffee Maker, Kettle 5 round tables* 40 chairs Not Air Conditioned
South Shore Soccer Field	Usage Dependent	Outdoor sports field

*68" diameter round table – 6 persons per table

**30" x 96" rectangle table – 8 persons per table

Outdoor Facilities

Facility Information	Capacity	Amenities
Hec Lavigne Memorial Pavilion 20' X 40'	Fixed seating: 32 (plus 2 wheelchairs accessible) Non-fixed seating or standing: Maximum 50	4 6-seat round picnic tables, 2 accessible tables with 4 fixed seats and 2 spaces for wheelchairs. Electricity

Callander Municipal Facility Rental Rates 2025

Facility	Daily	Half Day	Hourly
Callander Community Centre			
Large Hall / Kitchen and Bar	\$495	\$305	\$83
Kitchen ONLY	\$195	\$110	\$39
Bill Barber Complex - includes Orton Room (when bare – no ice rink)	\$330	\$195	\$39
Bill Barber Complex – includes Orton Room (when ice rink is operational) NOTE: Ice Usage Terms & Conditions Required. Rink is not flooded for Private Bookings.	N/A	N/A	\$88
Orton Room ONLY Seasonally closed to rentals from December 15-March 31	\$220	\$110	\$30
Wedding Special – 1pm Friday to 11:30pm Sunday for rental of Large Hall, Kitchen.	\$880	N/A	N/A
Wedding Special – 1pm Friday to 11:30pm Sunday for rental of Large Hall and Kitchen, and Bill Barber Complex with Orton Room.	\$1,100	N/A	N/A
Yarlasky Athletic Field	\$110	\$55	\$20
South Shore Community Centre			
Community Centre Upstairs Meeting Room ONLY	\$55	\$30	\$20
South Shore Athletic Field	\$55	\$30	\$20
Centennial Park			
Picnic Shelter (first come first serve only)	N/A	N/A	N/A
Hec Lavigne Memorial Pavilion <i>Minimum two-hour rental for all pavilion rentals</i> <i>Limit of 4 consecutive days (Film Productions ONLY)</i> Seasonally closed to rentals from December 1-April 30	\$200 <i>(filming only)</i>	N/A	\$30
Move Pavilion furniture from Pavilion \$400 (Minimum four-hour rental required)			
Key Non-Return Fee		\$50	
Noise By-Law Exemption for Event		\$75	
NOTE: The above fees do not include HST, which is required for all facility rentals. For more information, please email info@callander.ca .			
Methods of Payment: Cash, Cheque or Debit at Municipal Office (280 Main St. N.), Credit Cards are accepted through Online Bookings ONLY at mycallander.ca .			
Splash Pads Hours are seasonal – 10am to 8pm daily Centennial Park Washroom Hours are seasonal - 8am to 8pm daily (Season Open and Close notification will be posted on mycallander.ca)			
These rates are subject to change without notice and are reviewed on an annual basis. Half day = up to 6 hours Full Day = anything over 6 hours The Renter is responsible for ALL set up and clean up associated with the event/rental.			

Damage Deposit Fees

Rental Duration	Security Deposit
Hourly	\$50
Half Day	\$150
Daily	\$300
Wedding/Special Event	\$500
Pavilion Full Day (Film Productions ONLY)	\$500
Damage Deposit must be paid with a SEPARATE payment of Cash or Cheque ONLY	

Hec Lavigne Memorial Pavilion Rental Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10-11 AM	Available	Available	Available	Available	Available	Available	
11AM-12 PM	Available	Available	Available	Available	Available		
12-1 PM	Available	Available	Available	Available	Available		
1-2 PM	Available	Available	Available	Available	Available		
2-3 PM							
3-4 PM							
4-5 PM	Available	Available	Available	Available		Available	
5-6 PM	Available	Available	Available	Available			
6-7 PM	Available	Available	Available	Available			
7-8 PM	Available	Available	Available	Available			
8-9 PM	Available	Available	Available	Available			
9-10 PM	Available	Available	Available	Available			

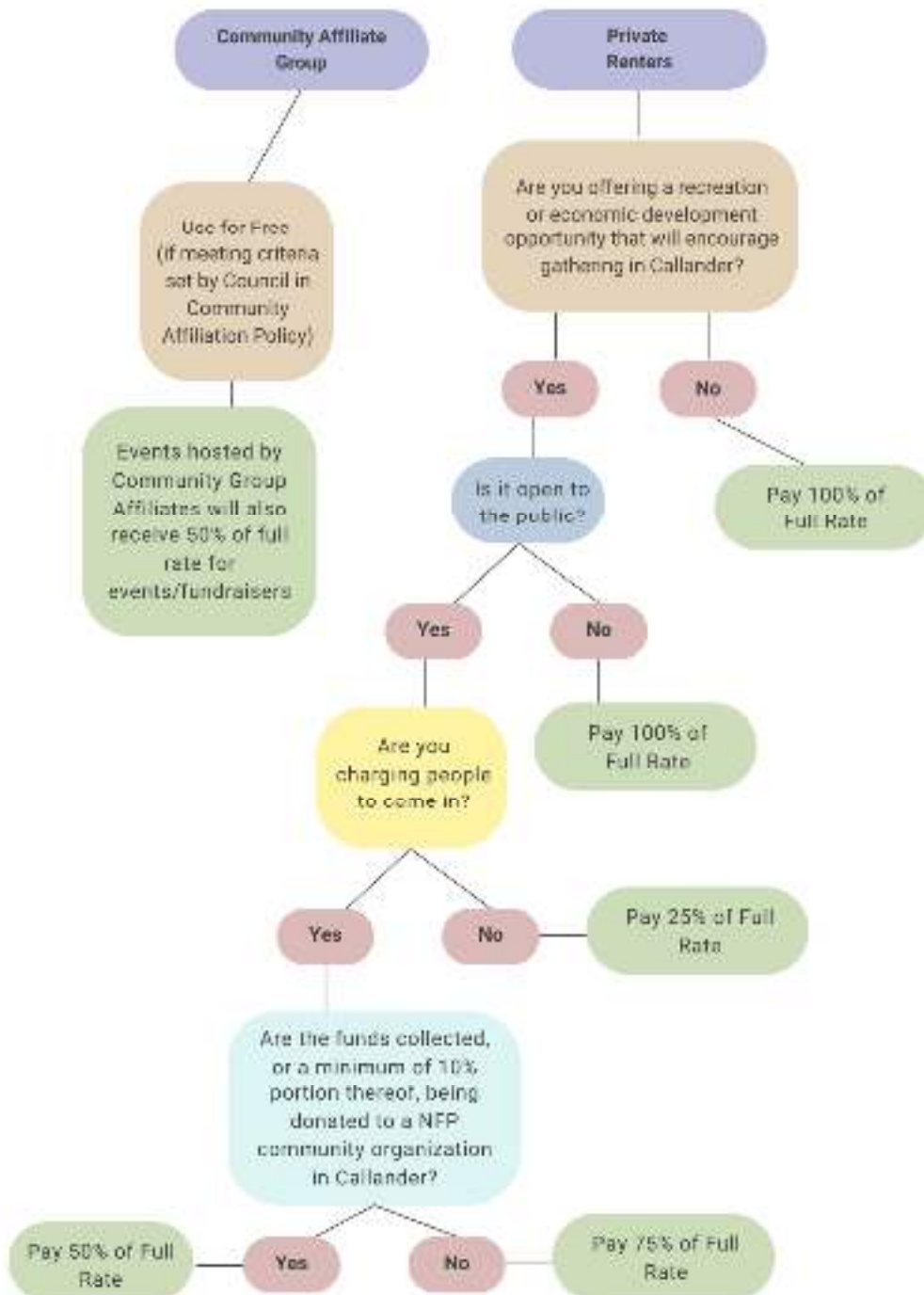
Minimum two-hour rental for all pavilion rentals.

A maximum of two private rentals will be allowed each week.

The Pavilion is closed for rentals from December 1 to April 30th annually.

Facility Rental Discount Flowchart

The Municipality has agreed to offer discounted rates based on the type of use proposed. If an event, recreational program or other rental opportunity meets a strategic objective, certain discounts may apply. Renters provided a discount rate due to an anticipated donation to a Not for Profit (NFP) community organization in Callander must provide proof of donation following the event. The following chart will be used to determine the level of discount at the various facilities:



Liability Insurance Coverage Requirements

The Municipality of Callander has implemented a Local Community Insurance Services program through their insurance provider, to serve as an option in providing insurance coverage to third party users of municipal facilities including the arena, community center, parks and gazebos for minimal risk activities and events.

The policy covers any individual or community group renting a municipal facility for an event or activity. It is important to note that the coverage is for the everyday resident who would otherwise not have insurance in place. It is not in place for companies or corporations to piggyback off a cost-effective insurance policy. The coverage is in place to protect residents of the community and provide coverage for the person in control of the event. The municipality is automatically added as additional insured on the policy.

Covered Activities

Events

Weddings/receptions/Jack & Jills, auto/boat/R.V. show, fashion show, flea markets/garden market, job fairs, buskers, anniversaries, fishing derby (size and catch), card/chess tournaments, indoor theater performances, consumer/trade/travel and tourism, conventions, Bingo/raffle/charity (with Lottery License), auction/Bazaar, antique shows, art/craft shows, birthday parties, dance parties, dance recitals, concerts, dinners, engagement parties fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, religious services, retirement parties, reunions, seasonal markets, talent shows, theatre performances, picnics, meetings, seminars, speakers, workshops/classroom instruction, other ceremonies.

Sporting Activities

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, 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 (pick up hockey, pick up lacrosse, touch/flag football), pickleball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with lifeguard, synchronized swim, t-ball, track & field, volleyball, yoga.

Exclusions (High Risk Activities)

Alpine skiing, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related activity, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, tackle football, wrestling, training camps, athletic schools, festivals, fairs, deep frying at concessions/kiosks/vendors, professional performers or members of the Actors Guild, corporations and any organized sports teams/leagues/tournaments.

If due to the nature of your event (ie. Sporting Team Booking) your event is excluded from the Municipal coverage; you will be required to provide your own certificate of insurance. You must be covered for a minimum of 5 million with the Corporation of the Municipality of Callander listed as additionally insured. The certificate must be received no later than two weeks prior to the event. If this insurance certificate is not provided, your event may be cancelled.

Rules & Regulations

1. All Renters must be 18+ years of age to rent a Municipal facility.
2. The Renter is responsible for completing the Facility Rental Agreement and is required to make a 50% non-refundable payment upon booking, unless otherwise stipulated. Event bookings under \$200.00 are invoiced in full at booking.

For those who qualify for a discounted rate through our Facility Rental Policy, one non-refundable invoice will be issued.
3. The Renter shall obey and observe all Laws, By-laws and Regulations of the Municipality of Callander, the Province of Ontario, and the Government of Canada.
4. The Renter 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.
5. If only a portion of the facility is rented, the remainder of the facility may be rented out to others during the same time frame. Please be respectful to all booking events.
6. The Renter may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required because of the rental. Charges may include staff time required to return the facility to its original state.
7. All contracts are signed on the basis that the Renter shall be responsible for any damage to the facility, the furnishings, or any other property owned by the Municipality.
8. Callander Municipal Parks and Facilities are SMOKE-FREE. Please abide by all By-laws and signage posted at these facilities.
9. If the applicant is interested in using a barbeque for their event, prior authorization **MUST** be obtained from the Municipality. Please contact us at info@callander.ca.
10. Any function that involves preparing and/or providing food and/or beverages, regardless of whether it is free or there is a fee charged, the Renter 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.

11. Access to the facility must be during the specified times on the Facility Rental Application only. The applicant must indicate the timeframe they require from set up to tear down/cleanup. FOB access will be programmed for the timeframe indicated on the rental application **ONLY**.
12. The Renter will be responsible for the 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.
13. 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 if 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 allowed) **ONLY**.
14. 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. PLEASE NOTE: During July and August, the Municipal Office closes at 1:00 pm on Friday. 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 and facilities are not staffed.
15. Upon conclusion of the rental, the keys **must** 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-dollar (\$50) replacement charge.
16. If the Renter’s event is licensed, a copy of the Special Occasion Permit, Smart Serve details, signed Municipal Alcohol Policy Appendix “A”, security confirmation, and any other required documentation must be submitted a minimum of fourteen (14) days prior to the event. Failure to provide this information will result in the cancellation of the rental.
17. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit. PLEASE NOTE: Outside alcohol consumption must be included in your Special Occasion Permit, otherwise it is not permissible.
18. A Food Truck/Trailer will require additional authorization. Please contact info@callander.ca for further details.
19. All events that extend beyond 11pm, may require a Noise By-law Exemption and additional fees. Please contact info@callander.ca for further details.

20. Anything that requires stakes, or anchoring in the ground on any Municipal Property must be pre-approved by the Municipality. Please contact info@callander.ca for further details. Additional insurance may be required. Please allow a minimum of two (2) weeks prior to your event to obtain authorization.
21. The Health and Safety of individuals utilizing the facility is the responsibility of the renter. The Municipality may require renters to submit a Health and Safety Plan to ensure the well-being of all users of the facility.
22. All concerns, safety or otherwise, should be reported in writing to Municipal Staff or by email to info@callander.ca.
23. All requests for fee waivers shall be received no later than three (3) months prior to the event.
24. The Municipality reserves the right to decline bookings due to staffing, safety, and/or other reasons. Please see the Facility Rental Policy for additional details ([here](#)).
25. Bookings may be cancelled in the event of an emergency that requires use of the space as a temporary emergency shelter for nearby residents including Nipissing Manor, Eastholme, and St. Theresa School.
26. All renters are responsible for adhering to the Ontario Fire Code Regulations.
27. Lost and Found items are subject to the Municipality's Lost and Found Policy ([here](#)).
28. This policy and rental fees are subject to change without notice.

FACILITY RENTAL PACKAGE DAMAGE DEPOSIT INFORMATION

Municipal staff will complete this checklist the morning after use. If deficiencies are found the damage deposit will be utilized to offset expenditures proportionately. This also applies to damage to the building and/or contents. If the amount exceeds the damage deposit, you will be invoiced for the balance. As the Renter you are responsible for all set up and clean up associated with your rental.

Operations Post-Rental Checklist

Date of Rental: _____
Facility/Facilities Rented: _____
Checklist Completed by: _____

TASK	✓ YES	✓ NO	DETAILS
Tables & Chairs cleaned/tyred down, stacked & put away			
Any Damage to facility or amenities			
Garbage Cans Emptied (see #1 on reverse)			
Check all toilets in each washroom to ensure they are all flushed, and papers picked up off the floor			
Coffee Maker, Stove, Dishwasher are cleaned and turned off			
ALL LIGHTS in the hallways, bar, as well as the main hall and/or Otron Room, kitchen or carleen were turned off before leaving the building			
All spills or wetness have been mopped up (excluding washrooms)			
Kitchen/Carleen facilities are clean			
Alarm system armed and Doors secured and locked			
A false alarm after hours which leads to a call out will result in the forfeit of the deposit			

*** Should any of the above listed tasks not be completed by the lessee, the damage deposit shall be forfeited! **

Facility Rental Etiquette

1. All outside doors are to be checked and locked before leaving the building
2. The Renter is responsible for sweeping the floor after the group or event 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, including washrooms & kitchen. A bucket and mop are provided in the coat room.
5. Check all tables 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 & putting away. Any tables used for crafts must be covered with a sheet or plastic/typer to prevent paint and glue adhering to the tabletop. Ensure that all kitchen appliances have been turned off.
7. Tables and Chairs are to be stacked in piles of ten, ensuring table legs do not rest against table surface. Please do not damage walls while stacking.
8. Please DONOT drag tables and chairs over the floor. Please lift and place them in the desired location and/or use the carts provided.
9. All lights must be turned off, including washrooms, hallways, bar, and kitchen(s) before leaving the building.
10. All garbage must be placed in the garbage dumpster (outside at the back of the building)
11. Any cardboard boxes and/or recycling items are to be boxed and stacked neatly (behind the cart).
12. Keys should be returned to the Municipal Office or placed in the silver drop box outside the front door of the Municipal Office.
13. No staples are to be used on tables, walls, bar, or any place in the building.
14. No type of any type is permitted for use in halls on floors, walls, windows, or tables, unless prior to the event, the Municipality has provided approval.
15. All groups using the hall must notify the Municipal Office at 705-752-1410 x221 if they are not going to be using the hall for their scheduled time.

TERMS AND CONDITIONS OF ICE USAGE AGREEMENT
(PLEASE INITIAL THE BOTTOM OF EACH PAGE)

Individual / Organization Name: _____

Date & Time of Event Booking: _____

1. **Waiver:** An original signed copy of these terms and conditions must accompany your original signed Facility Permit Application and must be submitted to the Municipal office in Callander at the time of booking along with payment. The Representative must be 18 years of age in order to sign these agreements.
2. **Insurance and Indemnification:** The Representative shall indemnify and save harmless the Municipality of Callander from any damage, causes, suits and claims which may arise by the virtue of the rental of the facility, whether such damages, causes, claims or suits are occasioned by the Representative or another person while the Representative has leased and is in control of the said facility. Except claims arising from the negligence or responsibility of the lessor/ Municipality or facility owner. The Representative further covenants and agrees to pay any costs which may be incurred pursuant to or arising from any damage, causes, suits or claims. Additional insurance pursuant to or arising from any damage, causes, suits or claims. Additional insurance coverage may be required naming the Municipality of Callander as an additional insured.

Leagues/Organizations/Businesses must provide the Municipality of Callander with a copy of their certificate of insurance. All must have liability insurance (minimum of five million dollars) for all league games, tournaments, playoffs and other events. ***"The Corporation of the Municipality of Callander"*** must be named as an additional insured.

3. **Cancellations:** The Municipality reserves the right to cancel this rental contract due to any breach of regulation or on 48 hours notice as required. The Municipality reserves the right to schedule and re-schedule the use of any facility in such a manner as to ensure safe, maximum/efficient use of a facility, to allow maintenance work to be performed, or to accommodate other circumstances as deemed necessary. If the Municipality of Callander cancels the rental, there will be no rental charge payable.

**If the Representative cancels the rental,
the Representative shall give 24 HOURS NOTICE (business hours of operation) in writing.**

4. **Ice is not Transferrable:** Scheduled ice usage times are not transferable. The Representative will be held responsible. Contracting or subletting of contracted ice is prohibited and may result in the cancellation of your contract.
5. **Number of Persons Permitted:** As per the Ontario Recreation Facility Guidelines and the Ontario Fire Code, there are maximum numbers permitted on the ice or in a room at any one time.
 - a) **Ice Capacity:** Not to exceed 200 for public skating and will be the responsibility of the Representative.
 - b) **Hockey Capacity:** Not to exceed 40 players.
 - c) **Meeting Rooms and Arena Building Capacity:** It will be the responsibility of the Representative to ensure they have a complete understanding of the building capacity and evacuation procedures at the time of booking.

INITIALS

6. **Conduct and Supervision:** The Representative shall be responsible for the conduct and supervision of all persons attending their contracted event and shall ensure that all regulations contained in this permit and other agreements pertaining to the event are observed. Vandalism, littering, abusive language, smoking, use of alcohol, shall be deemed as just cause to cancel the permit or to reject future permit applications. Non compliance with local By-Laws or other legal jurisdictions may be cause for additional legal action being taken. All activities are restricted to the arena, room or area that is permitted. Access to other areas is not allowed.
7. **Damages:** Any damages sustained to the premises will be repaired or replaced at the full cost to the Representative. The Representative assumes full responsibility for all damages to the facility. The exception being wear, tear, and weather related damages.
8. **Food and Beverages:** The Municipality of Callander or the approved contracted service provider shall have the sole and exclusive right to the sale and distribution of all food and beverage in the facility.
9. **Alcohol:** No alcoholic beverages shall be permitted on the premises during ice rentals. Copies of the Municipality's Alcohol Policy are available on the municipal web site at: www.mycallander.ca
10. **Dressing Rooms:** Groups must see the building/rink attendant for a key to the dressing room(s). It is highly recommended that all rooms be locked when the team is on the ice. The Municipality of Callander is not responsible for any lost or stolen items. Groups may access their dressing room(s) 30 minutes prior to their rental, and for 30 minutes after their rental. Adult supervision is required.
11. **Vacating Property:** The Representative shall be responsible for vacating the premises and returning it to the original condition including the removal of all rented or privately owned property and personal effects. For ice rentals, this must be completed within 30 minutes of the end of the rental unless prior written arrangements have been made with Municipal Staff. In the case of special events and tournaments, the time frame will be determined through discussions with staff.
12. **Special Needs:** All participants must be wearing skates while on the ice surface. If the participant is disabled than the proper equipment needs to be considered for use ie. Sledges. Wheelchairs may be admitted on the ice surface and it recommended that the wheelchairs use the area closest to the boards. Wheelchairs must not interfere with the flow of the skaters. Wheelchair wheels must be cleaned prior to entering the ice surface. Please see Municipal staff for assistance.
13. **Private Rentals:** For skater safety, strollers or sleds are not allowed on the ice. Children cannot be carried while on the ice surface. Approved skating aids may be used during approved times. Food or drink is not permitted on the ice surface. We strongly recommend the use of a CSA helmets and other CSA safety equipment for all on ice activities.

NOTE: Whenever and to the extent that the Municipality of Callander shall be unable to fulfill or be delayed or restricted in fulfilling any obligation here under by any course beyond its control including acts of God, public enemy, acts of governance, Provincial or Municipal strikes, fire or flood, the Municipality of Callander shall be released from the fulfillment of such obligation during the period it shall be so delayed or restricted in fulfilling such obligation.

Failure to disclose or maintain up to date information on the contracted use of our facilities, or attempts to conceal information will result in the Representative accepting full responsibility for the liability associated with the contracted use and will jeopardize the existing and future contracts with the Municipality of Callander.

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