

# Municipality of Callander Facility Rental Package



(This page left intentionally blank)



## LIST OF MUNICIPAL PARKS AND FACILITIES

FACILITY & ADDRESS	CAPACITY	AMENITIES
<b>Callander Community Centre 1984 Swale Street</b>		
Large Hall / Kitchen and Bar  80' x 60'	350 classroom seating; 200 (sitting around tables)	<ul style="list-style-type: none"> <li>• Full Commercial Kitchen – limited silverware, dishes, and glasses</li> <li>• Bar &amp; Cooler</li> <li>• Coat Room</li> <li>• 40 round tables*</li> <li>• 20 rectangular tables*</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  80' x 20'	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*</li> <li>• 2 rectangular tables*</li> <li>• 50 chairs</li> <li>• 2 change rooms/washrooms</li> </ul>
Bill Barber Complex (covered outdoor rink) – includes Orton Room  178' x 80'	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 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*</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 (No Alcohol Allowed – NO RENTAL)

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

\*68" diameter round table – 6 persons per table

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

### Callander Municipal Facility Rental Rates

Facility	Daily Fee	Half Day (up to 6 hours)	Hourly Rate
<b>Callander Community Centre</b>			
Large Hall / 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 – 10 am Friday to Midnight Sunday for rental of either Large Hall, Kitchen & Bar or Bill Barber Complex & Orton Room.	\$800 Combined facilities \$1,000	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>First Come First Serve – No Rental and No alcohol allowed</b>			
Centennial Park Gazebo	N/A	N/A	N/A
Centennial Park (north end)	N/A	N/A	N/A

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

NOTE: The above fees do not include 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 Renter is responsible for ALL set up and clean up associated with the event/rental.

## **Local Community Insurance Service (LCIS)**

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, 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, 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 (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.**

### **FOR THE FOLLOWING, PLEASE CALL 705-752-1410 EXT. 300:**

- The event or activity is not listed above
- Any event with 500+ attendees (350+ if liquor is present & 100+ if the activity is a sporting activity)
- Any event of 4 days or more (2 or more days for a sporting activity)

# **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, Renter(s), and participants are protected.

The Municipality offers multi use 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**

Once a facility and date of availability have been confirmed all facility use request must be completed by submitting a Facility Rental Agreement to the Municipality of Callander office located at 280 Main Street North, which can be placed in the silver mail box or at the counter, form can also be submitted by email to [facilityrentals@callander.ca](mailto:facilityrentals@callander.ca). A 50% non-refundable deposit is required to hold the booking to be paid at 280 Main Street North by cash, cheque or interact only. Tentative bookings will be held for 48 hours and released if arrangements have not been made with a municipal staff member or payment of deposit not received.

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

## Rules & Regulations

1. 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.
2. 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.
3. 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.
4. 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.
5. All contracts are signed on the basis that the Renter 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 Renter'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 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.
8. Access to the facility must be during the specified times on the agreement **only**.
9. The Renter 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 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).
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 and facilities are not staffed.

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 Renter's event will be licensed, a copy of the Special Occasion Permit, 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, which 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 (**2**) 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 Renters 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 Renter you are responsible for all set up and clean up associated with your rental**

## **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. A bucket and mop are provided in the coat room.
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 ten 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 silver 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 on floors, walls, windows, or tables, unless prior to event, the Municipality has provided approval.
16. All groups using the hall must notify the Municipal Office at 705-752-1410 if they are not going to be using the hall for their scheduled time.

# FACILITY RENTAL CHECKLIST

**The Renter 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)
- Application for Exemption – Noise By-Law 2013-1374 (including \$75.00 fee)
- Alarm System procedures reviewed with staff and understood by Renter.

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

- Completed and Signed Appendix “A” of Municipality of Callander - Municipal Alcohol Policy.
- Copy of Special Occasion Permit (Liquor license).
- Copies of Smart Serve Certificates for all servers, ticket sellers, floor, and door monitors.
- Confirmation in writing from an approved Licensed Security firm if required.

# FACILITY RENTAL AGREEMENT

Individual/or Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Facility/Facilities \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Time of Event \_\_\_\_\_  
Anticipated Attendance \_\_\_\_\_

Will alcoholic beverages be served at your event? YES  NO

Do you require Wi-Fi access? YES  NO

## Indemnification and Hold Harmless Clause

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.

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 \_\_\_\_\_ Date \_\_\_\_\_