

Municipality of Callander

Facility Rental Package

2026



Municipal Parks and Facilities

Callander Community Centre – 1984 Swale St

Space	Capacity	Amenities
LARGE HALL (includes Kitchen and Bar) Large Hall: 60'x80' Kitchen: 24'x30'	375 Standing (Max Capacity) 350 classroom seating 200 (sitting around tables)	Commercial Kitchen - Fridge, Stove, Dishwasher Bar & Cooler Coat Room 40 round tables (68" diameter - 6 person)* 20 rectangular tables (30 "x 96" - 8 person)** 250 Chairs Stage (24' x 12') – not moveable Sound System & Wireless Microphone
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) 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.	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

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

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.

Damage Deposit Fees for Facilities

Rental Duration	Security Deposit
Half Day	\$150
Daily	\$300
Full Weekend	\$500
Pavilion Full Day (Film Productions ONLY)	\$500

Damage Deposit must be paid with a SEPARATE payment of Cash or Cheque ONLY

Callander Municipal Facility Rental Rates 2026

Facility	Daily	Half Day	Hourly
Callander Community Centre			
Large Hall / Kitchen and Bar	\$525	\$315	\$90
Kitchen ONLY	\$220	\$115	\$45
Bill Barber Complex - includes Orton Room (when bare – no ice rink)	\$340	\$200	\$45
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	\$95
Orton Room ONLY Seasonally closed to rentals from December 15-March 31	\$220	\$115	\$35
Full Weekend – 1pm Friday to 11:30pm Sunday Excluding Bill Barber complex and Orton Room	\$1100 Full Weekend		
Full Weekend – 1pm Friday to 11:30pm Sunday Including Bill Barber and Orton Room	\$1,375 Full Weekend		
Full Weekend – 1pm Friday to 11:30pm Sunday Including Bill Barber complex, Orton Room and Yarlasky Athletic Field	\$1475		
Yarlasky Athletic Field	\$115	\$65	\$25
South Shore Community Centre			
Community Centre Upstairs Meeting Room ONLY	\$75	\$50	\$25
South Shore Athletic Field	\$75	\$50	\$25
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, Four hours if Pavilion furniture to be moved</i> <i>Movie Use (4 day maximum unless approved by council)</i>	N/A \$250	N/A N/A	\$35 N/A
Seasonally closed to rentals from December 1 - April 30			

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 Pad 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, and Municipality of Callander social media)

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

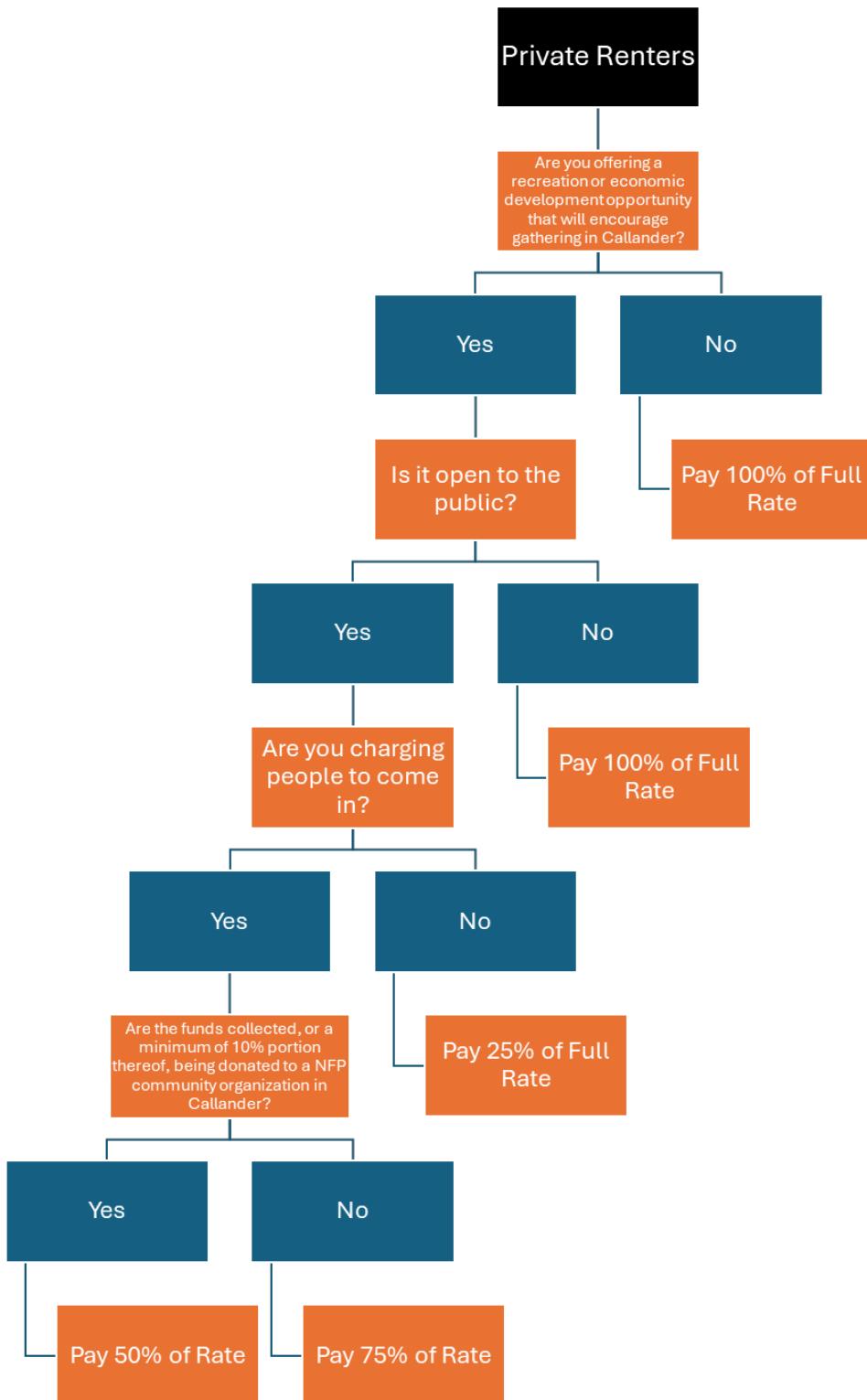
The Renter is responsible for ALL set up and clean up associated with the event/rental (see key sign-out form)

MISCELLANEOUS

Key Non-Return Fee	\$50
Noise By-Law Exemption for Events	\$80

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

Private & Social Functions

- Weddings, receptions, anniversaries, birthdays, engagements, graduations, retirements, reunions, showers, christenings, and similar family celebrations.

Performances & Entertainment

- Concerts, theater productions, dance and music recitals, talent shows, and cultural events.

Markets & Exhibitions

- Flea and garden markets, seasonal markets, art and craft fairs, antique shows, fashion shows, and auto/boat/RV exhibitions.

Community & Fundraising

- Bingo, raffles, charity events (with Lottery License), auctions, and bazaars.

Competitions

- Fishing derbies, card tournaments, and chess tournaments.

Professional & Educational

- Conventions, trade and travel shows, job fairs, meetings, seminars, workshops, and speaker sessions.

Other Activities

- Photo shoots, religious services, dinners, picnics, and ceremonial gatherings.

Sporting Activities

Court & Field Sports

- Basketball, baseball, softball, soccer, slo-pitch, t-ball, volleyball, cricket, field hockey, track & field.

Hockey & Related

- Ball hockey, roller hockey, floor hockey, broomball, ringette, non-contact sports (pick-up hockey, pick-up lacrosse, touch/flag football).

Racquet & Paddle Sports

- Badminton, tennis, pickleball, racquetball, squash, table tennis.

Fitness & Recreation

- Dance lessons, fitness classes, yoga, dry-land training, cheerleading, frisbee, handball.

Ice & Water Sports

- Public skating, figure skating, synchronized swimming, swimming (with lifeguard).

Other Activities

- Baton twirling, bowling, curling, horseshoes, lawn bowling, shuffleboard.

Exclusions (High Risk Activities)

- **High-Risk Sports & Recreation**
 - Alpine skiing, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, gymnastics, kabaddi, kayaking, kickboxing, rugby, skateboarding, snowboarding, tackle football, wrestling.
- **Motorized & Animal Activities**
 - Motor vehicle activities, horse-related activities.
- **Special Events & Performances**
 - Fireworks, festivals, fairs, professional performers or members of the Actors Guild.
- **Food & Concessions**
 - Deep frying at concessions, kiosks, or vendor booths.
- **Organized Groups**
 - Training camps, athletic schools, corporations, and any organized sports teams, leagues, or tournaments.

Insurance Requirement

If your event falls under these exclusions (e.g., sporting team booking), you must provide:

A **certificate of insurance** with a minimum coverage of **\$5 million**, listing **The Corporation of the Municipality of Callander** as additionally insured.

Certificate must be submitted **at least two weeks prior to the event**. Failure to provide this certificate may result in **event cancellation**.

For The Following, Please Call 705-752-1410 Ext. 221:

- 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)

For the complete Facility Rental Policy please contact the Callander Municipal Office at 705-752-1410 Ext. 221 or info@callander.ca

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. Callander Municipal Parks and Facilities are SMOKE-FREE. Please abide by all By-laws and signage posted at these facilities.
8. Fires and/or burning of any kind are **NOT** permitted on Municipal Property. BBQs are only permitted at the Callander Community Centre in designated BBQ areas, and are **NOT** permitted at any other facility, including Centennial Park and the Hec Lavigne Pavillion.

9. Any function that involves preparing and/or providing food and/or beverages, regardless whether it is free or there is a fee charged, the Renter is responsible for obtaining 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.
10. 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.
11. 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.
12. 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 **ONLY**(no sparklers allowed).
13. Rental keys may be picked up from the Municipal Office located at 280 Main St North, 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.
14. 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.
15. 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.
16. 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.

17. A Food Truck/Trailer will require additional authorization. Please contact info@callander.ca for further details.
18. All events that extend beyond 11pm may require a Noise By-law Exemption and additional fees. Please contact info@callander.ca for further details.
19. 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.
20. 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.
21. All concerns, safety or otherwise, should be reported in writing to Municipal Staff or by email to info@callander.ca.
22. All requests for fee waivers shall be received no later than three (3) months prior to the event.
23. The Municipality reserves the right to decline bookings due to staffing, safety, and/or other reasons. Please contact the Municipality at 705-752-1410 ext 221 for the Facility Rental Policy and additional details.
24. 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.
25. All renters are responsible for adhering to the Ontario Fire Code Regulations.
26. This policy and rental fees are reviewed annually and are subject to change without notice.



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

Individual / Organization Name: _____

Date & Time of Event Booking: _____

- 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.
- 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.

- 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.**

- 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.
- 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.
 - Ice Capacity:** Not to exceed 200 for public skating and will be the responsibility of the Representative.
 - Hockey Capacity:** Not to exceed 40 players.
 - 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 **Controlled Substance 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.