



## FACILITY RENTAL REQUEST 2023 - 2024

### Booking Policy:

Complete a Facility Rental Request Form and submit it by email to Recreation at [recreation@johnsontownship.ca](mailto:recreation@johnsontownship.ca), at the Municipal Office located at 1 Johnson Drive, Desbarats ON, P0R 1E0 or to Recreation at the Johnson Township Community Centre located at 1 Cameron Ave. Desbarats, ON P0R 1E0. Once a Facility Booking Request has been submitted, Municipal Staff will respond in 1 week or less with a Facility Rental Agreement and any additional follow-up questions. A booking is confirmed when staff have responded and a signed Facility Rental Agreement has been received with all the required paperwork. Unless otherwise agreed upon with Municipal Staff.

### Payment Policy:

One-time rentals must be paid for in advance to hold the booking time. Renters will receive an invoice with their Facility Rental Agreement document and can make payment online by e-transfer to [payments@johnsontownship.ca](mailto:payments@johnsontownship.ca) or in person at the Municipal Office by cash or cheque.

Contract Rentals can choose to be invoiced weekly Net15 Days or monthly Net30 Days following their rental. If payment is not made within the outlined terms future bookings will be cancelled until payment is made or an arrangement is made with Municipal Staff. Payments can be made online by e-transfer to [payments@johnsontownship.ca](mailto:payments@johnsontownship.ca) or in person at the Municipal Office by cash or cheque.

### Cancellation Policy:

The Renter must give at least 72 hours notice of cancellation to receive a full refund for the booking. Failure to do so will result in an invoice for the full rental amount to be issued to the Renter. In the event of a 'weather-related' cancellation, the Renter will have the option to reschedule or be provided a full refund. A cancellation notice is to be given to the Recreation Coordinator at 705-782-6601 ex. 205 or [recreation@johnsontownship.ca](mailto:recreation@johnsontownship.ca). In the event of a 'weather-related' cancellation Municipal Staff will call and email the provided contact information as soon as possible. ***'Weather related'*** will be those conditions for which a travel advisory is issued or the Facility has been closed due to inclemental weather.

### Notable Dates & Closures:

<b>Ice Rentals Available:</b> October 10, 2023 – April 6, 2024	<b>Arena Floor Rentals Available:</b> May 4, 2024 – September 22, 2024
<b>December 24:</b> Johnson Township Community Centre Closes at 12pm	<b>December 25:</b> Johnson Township Community Centre Closed

**January 1:** All Facilities are Closed

*Facility bookings are reviewed on a first-come-first-serve basis. For any additional inquiries don't hesitate to contact Recreation at 705-782-6601 ex. 205.*



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I AM LOOKING TO BOOK:			
<input type="checkbox"/> Community Centre Rink Floor: May - September <input type="checkbox"/> Community Centre Hall (capacity 200) <input type="checkbox"/> Community Centre Kitchen <input type="checkbox"/> Community Centre Ice Time: October - April	<input type="checkbox"/> Gordon Lake Hall (capacity 50) <input type="checkbox"/> Suddaby Park <input type="checkbox"/> Pavilion		
RENTER CONTACT INFORMATION:			
Organization (if applicable):			
First name:		Last name:	
Mailing address:			
City:	Province:	Postal code:	
Telephone:	Business: (   )   -	Cell: (   )   -	
Email:			
Would you prefer to be Invoiced by:			
<input type="checkbox"/> Email		<input type="checkbox"/> Paper Copy mailed to the above address	
EVENT INFORMATION:			
Type of Event:		Number of Participants:	
Date:		Time:	
Additional Event Notes (please feel free to attach or send us any promotional material):			
SET-UP DETAILS:			
Set-Up Date \$25 fee for previous day setup:			
Set-up Arrival Time:		Cleaned Up By:	
The Following is available for your booking at the Community Centre Only. Please Indicate what you require for your function:			
<input type="checkbox"/> Chairs: _____	<input type="checkbox"/> Tables: _____	<input type="checkbox"/> Wifi Access	<input type="checkbox"/> HDMI Hook Up



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<input type="checkbox"/> Extension Cords: _____	<input type="checkbox"/> Flip Chart/Easel	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone & Speaker
<input type="checkbox"/> Portable Bar	<input type="checkbox"/> Table Clothes	<input type="checkbox"/> Screen	<input type="checkbox"/> Projector
<input type="checkbox"/> Tea & Coffee	<input type="checkbox"/> Water	<input type="checkbox"/> Dishes	<input type="checkbox"/> Toss Away Dishes: Subject to fee based on Quantity: _____
<input type="checkbox"/> Stage	<input type="checkbox"/> Kitchen Access for Meal Preparation/Catering \$100		
Additional Set-up Notes:			
<b>FOOD SERVICES:</b>			
Will you be bringing in a Catering Company? <i>If you require catering, we can help provide a few local suggestions.</i>			
<input type="checkbox"/> Yes. Please provide the Name and contact of your Catering Service: _____	<input type="checkbox"/> No		
Are you selling or serving food from the kitchen at your event? <i>If using the kitchen to make or sell food for the general public you must provide a copy of the Safe Food Handler Certification(s) for at least 1 person who will be in the kitchen at all times.</i>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>INSURANCE INFORMATION:</b>			
Do you or your organization have Third Party Liability Insurance for coverage up to \$2 Million? A \$4 Million Insurance Policy MUST be provided if alcohol is present, and a \$2 Million Insurance Policy MUST be provided for public functions with an expected attendance of 50 people or more.			
<input type="checkbox"/> I have insurance and will submit the insurance certificate with The Corporation of the Township of Johnson listed as additional insured.	<input type="checkbox"/> I understand that without Third Party Liability Insurance I can be held personally responsible for damages and injury that occur at my event.		
Will your function serve or sell alcohol? <i>If serving or selling alcohol you must provide a copy of your AGCO Special Occasions Permit and the name and smart serve number of each of your bartenders.</i>			
<input type="checkbox"/> Serving	<input type="checkbox"/> Selling	<input type="checkbox"/> No	



## FACILITY RENTAL RATES Nov 1 2023- Dec 31 2024

Johnson Township Facilities are available for rent from 7am-1am, 7 Days a week.

**Johnson Township Community Centre is Closed on December 24<sup>th</sup> at 12pm and all day December 25.**

**All facilities are closed on January 1<sup>st</sup>.**

<b>Community Centre Hall Rentals (+HST):</b> Capacity is 200 seated. Coffee & Tea are included with all Hall Rentals along with open-door kitchen access**.	
Hourly:	\$25.00
Half Day: 4 hours	\$60.00
Full Day: 8 hours	\$100.00
Open to Close: 7am-1am	\$200.00
Set-Up Fee Hourly (for setup outside of booked rented time ex. Set-up day before an event):	\$25.00
Contract Rate*: 2 Hours Maximum	\$45.00
<b>Kitchen Rental (+HST):</b> For a full meal preparation, this does not include access to the hall.	\$100
Kitchen Contract Rate* this does not include access to the hall: 2 Hours Maximum	\$45
<b>Arena Floor Rentals (+HST):</b> Available May – September	
Hourly:	\$25
Half Day: 4 hours	\$75.00
Full Day: 8 hours	\$175.00
Open to Close: 7am-1am	\$295.00
Set-Up Fee Hourly (for setup outside of booked rented time ex. Set-up day before an event):	\$25.00
Contract Rate*: 2 Hours Maximum	\$45.00
<b>Community Centre Ice Rentals (+HST):</b> October – April	
Hourly:	\$117.00
Contract Rate*:	\$107.00
<b>Other Facility Rentals (+HST)</b>	
Gordon Lake Hall: Per Day, Capacity 50 seated	\$100.00
Pavilion	\$50.00

\*Contract rates are for reoccurring bookings of 5 or more occurrences.

\*\* Open-Door Kitchen Access: For Food Storage and access to minimal equipment.