FACILITY RENTAL REQUEST 2026 - 2027

Booking Policy:
Complete a Facility Rental Request Form and submit it by email to Recreation at 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.

2026-2027 Community Centre Ice Rental Fees (+HST):
Ice time will be available for rent by the hour. All renters MUST vacate the dressing rooms within 30 minutes of leaving the ice. If excessive time is spent in the dressing rooms an additional $5.00/30 minutes fee will be added to your bill.

Notable Dates & Closures:

Ice Rentals Available: October 13, 2026 – April 9, 2027	**Arena Floor Rentals Available:** May 1, 2027 – September 25, 2027
December 24: Johnson Township Community Centre Closes at 12pm	**December 25:** Johnson Township Community Centre Closed

January 1: All Facilities are Closed

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 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. 803 or 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 inclement weather.*

Contract Rates are available for multiple bookings. Reach out for a Quote.

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. 803.

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I AM LOOKING TO BOOK:	
☐ Community Centre Ice Rental: October - April ☐ Community Centre Rink Floor: May - September ☐ Community Centre Hall (capacity 200) ☐ Community Centre Kitchen	☐ Gordon Lake Hall (capacity 50) ☐ Suddaby Park ☐ 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:		
☐Email	☐Paper Copy mailed to the above address	

EVENT INFORMATION:	
Type of Event:	Number of Participants:
Date:	Event Time:
Additional Event Notes (please feel free to attach or send us any promotional material):	
Set-up Arrival Time:	Cleaned Up(Exit) Time:

The Following is available for your booking at the Community Centre Only. Please indicate what you require for your function:

☐Chairs: _____	☐Tables: _____	☐Wifi Access	☐HDMI Hook Up
☐Extension Cords:_____	☐Flip Chart/Easel	☐Podium	☐Microphone & Speaker

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☐Portable Bar	☐Tableclothes	☐Screen	☐Projector
☐Tea & Coffee	☐Water	☐Dishes	☐Toss Away Dishes: Subject to fee based on Quantity:_____
☐Stage			

Additional Set-up Notes:

FOOD SERVICES:

Will you be bringing in a Catering Company?
If you require catering, we can help provide a few local suggestions.

☐Yes. Please provide the Name and contact of your Catering Service: _____	☐No

Are you selling or serving food from the kitchen at your event?
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.

☐Yes	☐No

INSURANCE INFORMATION:

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.

☐I have insurance and will submit the insurance certificate with The Corporation of the Township of Johnson listed as additional insured.	☐ 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?
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.

☐Serving	☐Selling	☐No

FACILITY RENTAL RATES October 1, 2026 – September 30, 2027

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

Johnson Township Community Centre is Closed on December 24th at 12pm and all day December 25.
All facilities are closed on January 1st.

Community Centre Banquet Hall Rentals (+HST): Capacity is 200 seated. Coffee & Tea are included. All Banquet Hall Rentals include full kitchen access.

Hourly: full kitchen access	$25.00
Half Day: 4 hours and full kitchen access, additional setup time is $25/hr.	$100.00
Full Day: 8 hours and full kitchen access, includes 1hr before and 1hr after rental time for setup and clean up (10hr total access time).	$160.00
Open to Close: 7am-1am and full kitchen access.	$200.00
Contract Rate*: 2 Hours Maximum.	$45.00
Kitchen Contract Rate*: 2 Hours Maximum.	$45

Community Centre Arena Floor Rentals (+HST): Available May – September

Hourly:	$25
Half Day: 4 hours, additional setup time is $25/hr.	$75.00
Full Day: 8 hours, includes 1hr before and 1hr after rental time for setup and clean up (10hr total access time).	$175.00
Open to Close: 7am-1am	$295.00
Contract Rate*: 2 Hours Maximum	$45.00

Community Centre Ice Rentals (+HST): October 14, 2025 – April 10, 2026.
Available 7am – 10pm, 7 days a week.

Hourly:	$125.00
Contract Rate*:	$115.00

Other Facility Rentals (+HST)

Gordon Lake Hall: Per Day, Capacity 50 seated, includes setup the evening before.	$100.00
Pavilion	$50.00

*Contract rates are for recurring bookings of 5 or more occurrences. All 5 bookings must be scheduled at the time of booking for the contract rate to apply.