

Rental Information www.clarington.net/rentals

Planning Your Event

- If possible, visit the space you intend to book to ensure it meets your needs. Consider the size of room you will need so that everyone is comfortable, and guests are able to remain in your permitted space.
- Include set up and take down time when booking your event.
 - If you are unsure of the length of time you need, reach out to the bookings team.
 - You will only be able to access the permitted space during the time listed on your permit for liability and insurance purposes.
- If you provide set-up instructions by email to bookings@clarington.net at least one week prior to your rental, our staff will have tables and chairs set up before your rental time starts.
 - If you do not provide set-up instructions, a basic set-up style based on the attendance number and event function will be provided.
 - All set-up instructions must be reviewed and approved prior to your rental. We reserve the right to modify set-up plans to avoid crowding and maintain fire safety requirements.
 - Changes to set-up during your rental are not included and cannot be accommodated.
- During your rental our staff will perform basic maintenance as required, such as emptying garbage cans or mopping spills, etc.
- Bring all the supplies you need to decorate your room. Supplies are not available at the front desk.
 - Only painters' tape is permitted to attach items to walls or windows.
 - Confetti and glitter are not permitted.
- Provide your guests with the name of the room/space you have booked. This information can be found on your permit.
- We do not store or hold valuables, gifts, or supplies for renters or guests on the premises.

Requirements

- User liability insurance is required for all rentals.
- Events where alcohol will be served require specific licensing and arrangements must be made in advance. Please let us know if this is part of your plans.
- Certain vendors, entertainment, or amusement devices require specific licensing and insurance. Please let us know all the details of your event plans so we can help you navigate the requirements.
- All functions and facility rentals using or playing music are required to pay Music Fees (SOCAN/Re:Sound) in addition to any other rental fees. SOCAN represents songwriters, lyric authors, composers, and music publishers, while Re:Sound represents performers who played on recordings and record companies that produced those recordings.

- A personal subscription to a music streaming service is not a substitute for paying these federally mandated licence fees.

Serving Food?

- Food and beverages may not be served in lobbies, hallways, or gymnasiums.
- Bring your own napkins, utensils, serving equipment, cleaning wipes.
- Crockpots and chaffing dishes are permitted for most rentals. Please let us know if this is part of your plans.
- Refrigerators, microwaves, and freezers are not available.
- Use of the commercial kitchen at Garnet B. Rickard is available in connection with Hall 3, Hall 2&3 or Full Hall rentals only and can include:
 - Cold storage in the fridge - provided at no cost
 - Assembly of cold foods (i.e., pre-made salads or arranging sandwich trays), coffee or tea service – fees apply
 - Preparation (i.e., chopping, baking, cooking, heating) – fees apply
 - Any preparing of food on-site must be done by a licensed catering professional, restaurant, or certified food safe handler only.
- There is no access to the kitchen at Courtice Community Complex for any purpose.

Renting the Pool?

- Visit clarington.net/swimming to review all admission standards and requirements.
- Confirm the ratio of guardians required for the number and ages of children in your group. [See Swim Admission Standards]
- Confirm height and Swim Test Card requirements for guests if renting the slide.
- Only Municipality of Clarington Swim Test Cards are accepted. Swim Test Cards from other providers or municipalities are not valid.
- Patrons and children must wear appropriate footwear in the facility. No bare feet outside the pool deck and changerooms. No outdoor footwear on pool deck.
- Appropriate swimming attire is required. See website for specific guidelines.
- Life jackets (PFDs) are available for use.
- Pool noodles, baby boats, and select toys are available for your enjoyment. Large floaties and other outside items are not permitted in the pool.

Renting the Gymnasium?

- No food or drink permitted (water acceptable).
- All participants must wear indoor shoes with non-marking soles
- Equipment included:
 - Use of badminton, pickleball and volleyball nets. Diane Hamre Recreation Complex only, must request at time of booking. Half gym will hold up to 2 badminton/pickleball and 1 volleyball net.
- Use of basketball net(s).
- An assorted bag of balls is available to sign out at the front desk.
- No additional equipment is available.
- No racquets, sticks, or additional balls provided.
- No lacrosse balls are permitted.
- Floor hockey rentals must provide their own sticks, and only plastic blades are permitted. Use of 2 floor hockey nets. No tape allowed on blades, and no wooden

blades are allowed. Diane Hamre Recreation Complex only, no floor hockey is permitted at South Courtice Arena.

- Access to the recreation storage cupboard is not permitted.

Renting the Ice?

- Please review ice appendix at time of booking.