



Invoice # _____

Rentals Reservation Agreement Package

Full name: _____ Today's date: _____

Email address: _____ Phone number: _____

Military rank: _____ Service number: _____

Organization/unit Name: _____

Please select which facilities you would like to book:

- | | | |
|---|---|---|
| ☐ Main Hall (85 persons) | ☐ Community Room (50 persons) | ☐ Conference Room (15 persons) |
| ☐ Patio | ☐ Outdoor Pool (private rentals) | ☐ Soccer Field 3 (Unit event only) |
| ☐ Soccer Field 1 | ☐ Soccer Field 2 | ☐ Basketball Court |
| ☐ Volleyball Court | ☐ Baseball Diamond | ☐ Outdoor Rink (winter only) |

Facility Rental Details:

Rental Date: _____ Rental Time: _____ Approx. # of attendees: _____

Please select which equipment you would like to book: (including quantity)

- | | | |
|---|--|---|
| ☐ Canopy Tents (10X10) _____ | ☐ Tables (6 ft) _____ | ☐ Folding Chairs _____ |
| ☐ Sno-Cone (50 servings) _____ | ☐ Popcorn (50 servings) _____ | ☐ Cotton Candy (50 servings) _____ |
| ☐ BBQ (4) On site only _____ | ☐ Fat Bikes (Adult) _____ | ☐ Fat Bikes (youth) _____ |
| ☐ Canoe _____ | ☐ Kayak _____ | ☐ Paddle Board _____ |
| ☐ Pickleball net _____ | ☐ Badminton net _____ | ☐ Volleyball net _____ |
| ☐ Cross net 4-square set _____ | ☐ Bean Bag Toss _____ | ☐ Ladder Ball _____ |
| ☐ Can Jam _____ | ☐ Paddle Smash _____ | ☐ Spike Ball _____ |
| ☐ Connect 4 _____ | ☐ Washer Toss _____ | ☐ Bocce _____ |
| ☐ Horseshoe set _____ | ☐ Giant Jenga _____ | ☐ Camping tent _____ |
| ☐ Finnish Bowling _____ | ☐ Life jacket _____ | Other: _____ |

Rental Equipment Details (OFF SITE):

Pick up date: _____ Pick up time: _____

Drop off date: _____ Drop off time: _____

Please select a rental package (if applicable):

- ☐ Birthday party package (4H): includes 1 confectionary machine, room rental, tables and chairs.

Additional requirements:

- ☐ Alcohol will be on site (see facility and equipment formal agreement terms)



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Facility and Equipment Reservation Process

How to Make a Reservation

- Reservations can be made online at: [CFMWS National Capital Region - Public Access](#)
- A PSP Recreation staff member will contact you within 48 hours to confirm your request.
- Online reservations must be submitted at least one week in advance.
- Example: For Friday, July 18, 2026, submit no later than Friday, July 11, 2026.
- Reservations may also be made:
 - By phone: 613-558-9816
 - In person: at 330 Croil Private.

General Rules and Regulations

- Weekend off-site equipment rentals must be picked up Friday and returned Monday between 0830–2100 hrs.
- Equipment will not be issued or accepted outside these hours.
- Valid Military Identification must be presented at pick-up.
- Only Military Units are eligible for advanced reservations.
- The renter must be present during the booking period and responsible for all participants.
- Facilities and equipment must be returned to original condition.

Cancellation Policy

- 48+ hours' notice: Full refund
- Less than 48 hours: Non-refundable



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Facility and Equipment Formal Agreement Terms

1. **Authorized Users:** Rental equipment is intended for regular, ordinary and associate members, however regular members have priority over rentals.
2. **Identification:** Valid Military ID required. CF1 cards are not accepted.
3. **Damage Deposit:** A \$50 damage deposit applies and is refundable if items are clean, complete, and returned on time.
4. **Cleaning Checklist:** Follow cleaning checklist from Annex A
5. **Capacity:** Capacity limits must not be exceeded. All building fire regulations regarding maximum occupancy must be strictly followed.
6. **Equipment Pick-Up and Return:** Monday and Friday, 0830–2100 hrs.
7. **Equipment Responsibility:** Renters are responsible for safe use and replacement of damaged or lost equipment.
8. **Equipment Return:** Items will be inspected. Additional fees may apply if not clean or complete.
9. **Outdoor Pool Rentals:** Lifeguard staffing is required. Rates vary based on staffing needs. Annex B (if applicable)
10. **Alcohol Policy:** Appropriate permits must be obtained:
 - a. **Smart Serve:** Individuals serving alcohol must hold a valid Smart Serve certificate. A copy must be provided to PSP Recreation at the time of reservation.
 - b. **Special Function Permit:** Applies when all attendees are DND employees. Approval from the CFSG(O-G) Senior PSP Manager is required prior to the event. All required documentation must be submitted at least 30 days in advance.
 - c. **Special Occasion Permit:** Applies when one or more members of the public (e.g., spouse, child, contractor) will be in attendance. This permit must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). The user must submit the application at least 10 days prior to an indoor event and 30 days prior to an outdoor event.

Smart Serve certification and Special Function/ Special Occasion permit *must* be sent to PSP Recreation 72 hours (3 days) before your event.
 - d. **Special Occasion and Special Function Permits can be purchase at the AGCO Website:**
 - i. [Licences and permits | Alcohol and Gaming Commission of Ontario](#)
11. **Insurance:** Proof of \$2M liability insurance may be required.
12. **Weather:** Notify PSP Recreation if cancelling due to weather.
13. **Parking:** Large event parking at 425 Breadner Road.
14. **Non-Compliance:** Failure to comply may result in loss of privileges and additional fees.

By signing, the renter confirms that they have read, understood, and agree to comply with all terms, conditions, and policies outlined in this agreement.

Printed Name: _____

Signature: _____

Date: _____

Staff Name: _____

Signature: _____



Rentals Reservation Agreement Package

Office Use Only

Annex A – Cleaning Checklist

General Checklist:

- ☐ Ensure all garbage is picked up from all locations.
- ☐ Empty all garbage cans and bring garbage bags to the dumpster.
- ☐ Sweep all floors if excessive dirt is visible.
- ☐ Wipe down tables and chairs.
- ☐ Return all equipment to proper location. (tables, chairs, sports equipment, etc)
- ☐ BBQ's: follow cleaning guidelines provided. (if applicable)
- ☐ Confectionary Machines: follow cleaning guidelines provided. (if applicable)

Cotton Candy Checklist:

- ☐ Run all the sugar out of the floss head.
- ☐ When empty, turn the heat to highest position for approximately one minute to "clean" the band by baking off remaining sugar.
- ☐ **NEVER put water in the floss head.** Clean the floss bowl and plastic netting with plain water. The sugar should easily dissolve after a minute or two. Wipe dry.
- ☐ Wipe the body of the machine with a wet cloth to dissolve any sugar that may have collected on it. Wipe dry.

Popcorn Checklist:

- ☐ Unplug and Cool: Unplug the machine and allow it to cool down completely before cleaning.
- ☐ Main Unit: Use a clean cloth soaked in soapy water to thoroughly wipe the interior, including the walls and the ceiling. Rinse your cloth with clean water and wipe again to remove any soap residue. Repeat these steps for the exterior of the machine.
- ☐ Kettle: Remove the kettle and place it in the sink, ensuring the power cord remains outside the basin. Open the lid, fill the kettle with soapy water, and scrub both the inside and outside with a cloth. Rinse thoroughly while **keeping the cord dry at all times.**
- ☐ Accessories: Submerge any remaining parts in soapy water, rinse with clean water, and dry them carefully.
- ☐ Reassembly: Reassemble the popcorn machine; it is now ready to be returned.

Sno Cone Checklist:

- ☐ Wipe all water and any syrup off the cabinet inside and out.
- ☐ Clean the Dip Pan, Ladle, Ice Scoop, and all syrup bottles.



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BBQ Checklist:

- ☐ BBQ grills cleaned
- ☐ BBQ catch trays cleaned and aluminum inserts removed
- ☐ BBQs returned to garage
- ☐ Garbage brought to dumpster
- ☐ All tables used in rental wiped
- ☐ All cooking utensils have been cleaned and returned to tote
- ☐ BBQ tote contains all items listed on inventory list
- ☐ BBQ totes, tables, coolers, tents and lawn games returned to appropriate spots in sea can
- ☐ All leftover food and condiments removed from kitchen

Inspection performed by: _____