

FACILITY BOOKING



For additional assistance, please contact our Customer Service staff at 519-426-8866 x 2233 or at recreation@norfolkcounty.ca



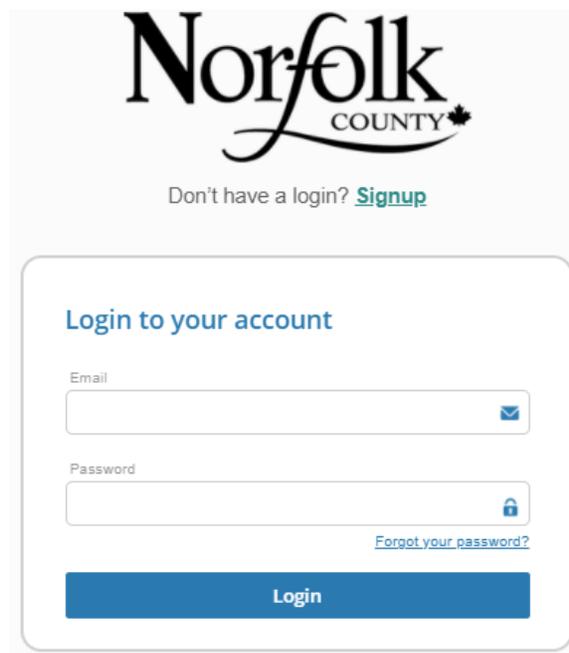
chrome

Note: Our system works best with Google Chrome

Our online booking system allows customers to put in a request to rent a facility. The request will be reviewed by our Facility Booking Clerk, and either approved or denied. You will receive an email letting you know the decision. If denied, you will receive a full refund.

1. Navigate to Norfolk County's new Online Registration and Booking System at norfolkcounty.perfectmind.com
2. Enter your email and password, then click '**Login**'

Note: If you don't have an account, please see our Creating an Account & Adding Family Members document

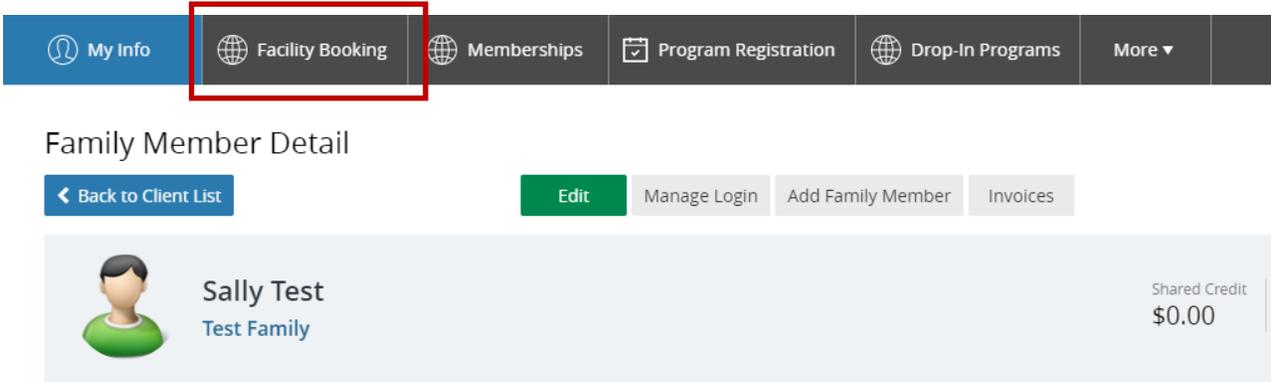


The screenshot shows the Norfolk County login page. At the top is the Norfolk County logo. Below it is a link for users who don't have an account: "Don't have a login? [Signup](#)". The main section is titled "Login to your account" and contains two input fields: "Email" and "Password". The "Email" field has an envelope icon on the right, and the "Password" field has a lock icon on the right. Below the "Password" field is a link: "[Forgot your password?](#)". At the bottom of the form is a blue "Login" button.

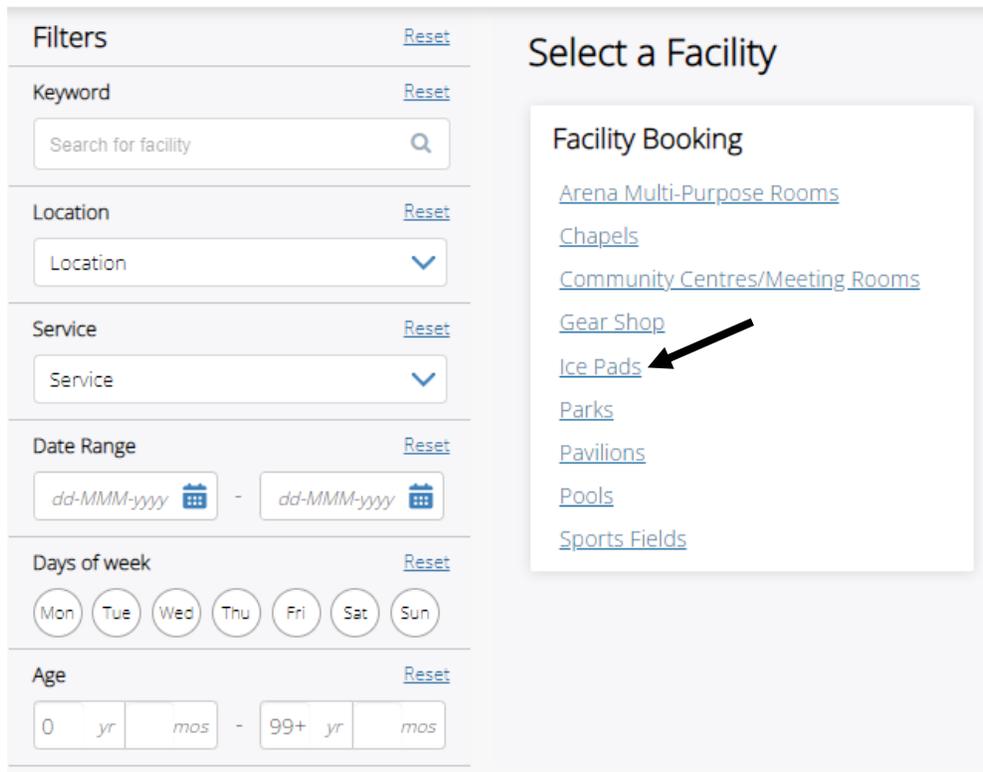
3. Once logged in, you will be directed to your account

FACILITY BOOKING

4. Select the **Facility Booking** button located at the top of the screen



5. This will take you to the Facility Booking page. From this page you can select the type of facility you're looking for: Chapels, Community Centres, Ice Pads, Multi-Purpose Rooms, Parks, Pavilions, Pools, Sports Fields, etc.



FACILITY BOOKING

6. Search for a facility within this facility type by keywords, dates, times, days of the week, service, location, facility type and amenities OR select a facility from those that are listed

	<p>Port Dover Arena Ice Pad</p> <p>Ice Pad</p> <p>The Port Dover Arena is home to one ice pad that is available for rent from September 7 to April 3. The arena has dressing rooms, bleachers, an electronic score-board, sound system and public Wi-Fi throughout. If you have any questions, please contact our Facility Booking Clerk at 519-426-8866 x 8134.</p> <p>Read more</p> <p>Location: Port Dover Sports Complex</p> <p>Amenities: Dressing Rooms, Bleachers, Wifi, Electronic Score-Board, Sound System</p>	<div style="background-color: #2e5496; color: white; padding: 5px; border-radius: 5px; width: 80px; margin: 0 auto;">Choose</div> <p style="font-size: small; color: #ccc;">Requires Approval</p>
	<p>Simcoe Talbot Gardens Arena Ice Pad</p> <p>Ice Pad</p> <p>The Talbot Gardens Arena is home to one ice pad that is available for rent from September 7 to March 27. The arena is fully accessible, with dressing rooms, bleachers, an electronic score-board, sound system and public Wi-Fi throughout. If you have any questions, please contact our Facility Booking Clerk at 519-426-8866 x 8134.</p> <p>Read more</p> <p>Location: Simcoe Talbot Gardens Arena</p> <p>Amenities: Dressing Rooms, Bleachers, Wifi, Accessible, Electronic Score-Board, Sound System</p>	<div style="background-color: #2e5496; color: white; padding: 5px; border-radius: 5px; width: 80px; margin: 0 auto;">Choose</div> <p style="font-size: small; color: #ccc;">Requires Approval</p>
	<p>Waterford Tricenturena Ice Pad</p> <p>Ice Pad</p> <p>The Waterford Tricenturena Arena is home to one ice pad that is available for rent year round. The arena is fully accessible, with dressing rooms, bleachers, an electronic score-board, sound system and public Wi-Fi throughout. If you have any questions, please contact our Facility Booking Clerk (519-426-8866 x 8134).</p> <p>Read more</p> <p>Location: Waterford Tricenturena</p> <p>Amenities: Dressing Rooms, Bleachers, Parking, Wifi, Accessible, Electronic Score-Board, Sound System</p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <div style="background-color: #2e5496; color: white; padding: 5px; border-radius: 5px; width: 80px; margin: 0 auto;">Choose</div> <p style="font-size: small; color: #ccc;">Requires Approval</p> </div>

7. This will take you to the facility page

[← Back](#)

Waterford Tricenturena Ice Pad

Waterford Tricenturena

The Waterford Tricenturena Arena is home to one ice pad that is available for rent year round. The arena is fully accessible, with dressing rooms, bleachers, an electronic score-board, sound system and public Wi-Fi throughout. If you have any questions, please contact our Facility Booking Clerk (519-426-8866 x 8134).

- Activity and duration

Ice Pad General

1 h
- Number of people to attend

1
- Select an available time to request

Jump To Date

Jul 18 - 24, 2022							
Time	Mon Jul 18	Tue Jul 19	Wed Jul 20	Thu Jul 21	Fri Jul 22	Sat Jul 23	Sun Jul 24



Facility Hours

Sunday	06:30 AM - 11:30 PM
Monday	08:30 AM - 12:30 PM 04:00 PM - 11:30 PM
Tuesday	08:30 AM - 12:30 PM 04:00 PM - 11:30 PM
Wednesday	08:30 AM - 12:30 PM 04:00 PM - 11:30 PM
Thursday	08:30 AM - 12:30 PM 04:00 PM - 11:30 PM
Friday	08:30 AM - 12:30 PM

Fees

Ice - General Usage (Morning Non-Prime)	\$80.00/1 h <small>Plus Tax</small>
Ice - General Usage (Morning Non-Prime) 2021	\$80.00/1 h <small>Plus Tax</small>
Ice - General Usage (Non-Prime)	\$135.00/1 h <small>Plus Tax</small>
Ice - General Usage (Non-Prime) 2021	\$135.00/1 h

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8. Select the duration and enter number of people attending
9. Next, search for the date and time you're interested in
 - If the button is blue and says **Book Now** the time and date is available
 - If the button is greyed out the time and date is unavailable
10. Select the **Book Now button** on the time you would like the event to start (the end time will auto calculate based on the amount of hours you inputted above)

4:00 PM		
4:30 PM		
5:00 PM		Book Now
5:30 PM		
6:00 PM		



11. Review your request details, then select **Request**

You're about to request:

- Waterford Tricenturena Ice Pad
- Ice Pad General
- 04-Aug-2022
- 05:00 PM-06:00 PM

Request



FACILITY BOOKING

12. Select the primary account member

13. Select **Next**

Waterford Tricenturena Ice Pad
Ice Pad General
04-Aug-2022
05:00 pm - 06:00 pm

1 Attendees 2 Questionnaire 3 Fees & Extras 4 Review 5 Payment

Who is making this reservation?

- Abigail Test
- Jessica Test (You)
- Shane Test
- Stephen Test

Next

14. Fill out the questionnaire, then select **Next**

Insurance

If the renter will be using their own insurance, the certificate of insurance must meet the following requirements: 1. Not less than \$2,000,000 Commercial General Liability, 2. Name The Corporation of Norfolk County as additional insured (address: 50 Colborne St. South, Simcoe ON N3Y 4H3), 3. Cross Liability. Should the Renter not have the required insurance coverage, they may be added to the County's facility user insurance policy by adding the appropriate insurance (based on number of participants) as an extra fee on the next page.

Jessica Test

Will you be providing proof of your own insurance? *

If yes, please be sure to send proof of insurance to facility.bookings@norfolkcounty.ca.

Yes

No

Next

FACILITY BOOKING

15. Select the appropriate insurance (if you're not providing your own) based on the number of people attending

Jessica Test

Select a FEE to pay

Ice - General Usage (Prime)

\$190.00 Plus Tax

Select an Extra to purchase

<input checked="" type="checkbox"/> Insurance - Sport (Med Risk) - 1-25 <small>People</small>	Qty <input type="text" value="1"/>	(General Equipment Fee)	\$7.00	<small>Plus Tax</small>
<input type="checkbox"/> Insurance - Sport (Med Risk) - 26-50 <small>People</small>	Qty <input type="text"/>	(General Equipment Fee)	\$10.00	<small>Plus Tax</small>
<input type="checkbox"/> Insurance - Sport (Med Risk) - 51-100 <small>People</small>	Qty <input type="text"/>	(General Equipment Fee)	\$15.00	<small>Plus Tax</small>

Total \$197.00

16. Select **Next**

17. Review your request, then select **Checkout**

- If you would like to add an additional rental request, select **Add Another Reservation** before you checkout



18. Enter your credit card information, then select **Place My Order**

19. Your request will be sent to our Facility Booking Clerk where it will be reviewed and either approved or denied

FACILITY BOOKING

20. You can view and print your Facility Rental Agreement

- Note: This is only a copy of your tentative contract. You will be sent the finalized contract to sign, once the request is approved

21. You can also print your receipt, book another event or add the event to your calendar (Apple Calendar, Google, Outlook, or Yahoo)

My Info | Facility Booking | Memberships | Program Registration | Drop-In Programs | More ▾

Thank you!

6/04/21 from 12:00 PM - 02:00 PM
Sally Test

CCC Main Hall

Add to calendar

Print Receipt | Print Contract | Book Another Event

Facility Rental Agreement



Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.

Contract	
Contract #:	FA-0020
Date:	May 17 2021
Prepared by:	Sally Test
Status:	Pending