

**1) How much are your hall rentals?**

- The price varies on day of the week, time, and what parts of the hall you are looking for. For more details contact the Parks Department at 519-856-9596 ext.117

**2) What is your availability?**

- For information on availability please contact the Parks and Recreation Department at 519-856-9596 ext. 117

**3) When is payment due for my rental?**

- Rental fees are due 14 days after booking is created.

**4) Am I able to see the hall prior to securing a booking?**

- Yes. You are entitled to once prior to the booking of the hall.

**5) Do I need insurance? How much? Why do I need it?**

- Every rental is required to have a valid \$5 Million liability policy for the duration of your rental. You can purchase this on-line from Duoo Insurance <https://duoo.ca/> or you can add the Township of Guelph/Eramosa as an additional insurer to your own insurance policy. Price varies.
- Insurance is required to protect the renter from any unforeseen incident that may occur during the rental. The insurance protects the renter as well as the municipality from unforeseen bodily injury, property damage, and personal injury due to activities that occurred during the rental contract. It remains the responsibility of the renter to manage and control the special event, and if necessary; take appropriate actions, including stop-service of beverage sales, ending the event, vacating Municipal property, and ensuring safe transportation options are provided for guests.

**6) How many people can each hall accommodate? Size?**

- Rockmosa can accommodate up to **300 people**. The room is **60'x60' 3600 square feet. (Ceiling height is 9'8)**. (walk-in fridge 87 inch x 87 inch) \*See floor plan on website.
- Marden can accommodate **100 people**. The room is **1334 square feet. (Ceiling height is 8'6)** \*See floor plan on website.

**7) When do we have to be out by? Is there an option to stay later?**

- All events must be done by 1:00am. There is not an option to extend this time. Rentals in the Community Centres shall terminate at 1:00am on all occasions. The renter will have until 2:00am to vacate the building.

**8) Where do we pick up the keys and when?**

- Keys can be picked up from either the Brucedale Municipal office, 8348 Wellington Road 124, or the Royal Distributing Athletic Performance Centre, 7384 Wellington Rd.30 in Marden 1-2 days prior to your rental. NOTE: Payment, damage deposit and proof of insurance must be made in full before keys will be released.

**9) How do we make payment?**

- Payment can be made in person via cash, debit, credit or cheque.

**10) Do you provide caterers/DJ's?**

- We do not provide these services.

**11) Do you have a preferred vendors list?**

- We can provide a list of vendors that have previously done events at the hall.

**12) Are tables/chairs/linens provided? How many? What colour?**

- Each Community Centre is equipped with tables and chairs. Unfortunately, we do not provide linens or chair covers, these can be rented from various rental companies.
  - Rockmosa:
    - 34- 8' by 30" rectangular tables
    - 3 – square card tables
    - 300- Tan, cushioned banquet chairs
  - Marden
    - 13- 8' by 30" rectangular tables
    - 15- 5' round tables
    - 3- square card tables
    - 100- Dark, cushioned banquet chairs

**13) Can I bring in my own tables/chairs?**

- Yes, but you are responsible for taking them with you after your rental.

**14) Do you require a damage deposit? Will it be cashed?**

- We do require a \$500 damage deposit. This payment must be separate from your rental fee. Your damage deposit will be returned following your event unless damage has been done to the facility and after a Township staff has inspected the hall.

**15) Kitchen- Supplies? # of plates/utensils/cups/etc.**

- Our kitchens are equipped with an assortment of plates, utensils and cups. Please ask to see supplies available when viewing the hall. We carry enough equipment for the maximum capacity of each hall.

**16) Can we serve alcohol? Can I bring my own?**

- Yes, alcohol can be served at your event as long as you obtain a Special Occasions Permit from the Alcohol and Gaming Commission of Ontario and you have the proper insurance.

**17) Can I bring my own bartenders?**

- No. If you are providing alcohol at your event, a Township Smart Serve Certified bartender(s) will be provided to you at a cost of \$28.95+HST/hr. for a minimum of 4 hours. You will be invoiced after your event for the bartenders. All events serving alcohol require 2 bartenders.

**18) Do your bartenders clean/clear tables?**

- Our bartenders do not clean bar glasses off the tables. They are there to help serve your guests from behind the bar only.

**19) Are the facilities accessible?**

- Marden & Rockmosa:
  - Accessible Parking
  - Accessible Ramp
  - Accessible Washroom

**20) Is there ample parking? Can we leave vehicles overnight?**

- Marden- 68 parking spaces + 2 accessible
- Rockmosa- A very large parking lot located behind the building.
  - Please Note: both facilities are in municipally owned parks and parking is shared by all users.
- Yes, there is ample parking and vehicles may be left overnight if they are picked up by 11am the following day.

**21) Can I set up the day before and takedown next day? Is there a fee?**

- Yes. For a flat fee per day you may set up the day before and take down the day after your event.

**22) Is there someone I can contact on the day of my rental if I need support?**

- Yes. There will be a designated on-call Township staff member available to assist you with any questions/emergencies.

**23) How is the temperature controlled in the facility?**

- The temperature is controlled by the Township staff. To turn it up or down, you would need to contact the on-call staff or speak to your bartenders (if applicable.)

**24) Is there any AV equipment? (Projector/sound system/TV)**

- Rockmosa has a projector screen and ceiling mounted projector.
- Marden- projector screen is available; however, you are required to provide your own projector. A house sound system is also available, which can be connected to a phone or tablet and includes a microphone and stand. Please note: the house sound system is not recommended for dances.

**25) Do I have to clean up?**

- Yes. We ask that you please clean up as much as possible. This includes:
  - Removal of all decorations, debris, clearing of all tables and chairs and placing all garbage in plastic bags in the garbage bins at the rear of the facility. Tables and chairs that belong to the facility should be put back in the storage rooms. If using the kitchen all equipment used should be properly cleaned and put away.

**26) Do I have to do my own setup and takedown?**

- Yes

**27) Am I allowed to bring in outside entertainment? (Bands/Magic Show/Etc.)**

- Yes, however additional requirements may apply depending on the entertainment. Please notify the Parks and Recreation Department should any changes / additions be made after booking.

**28) Is there a stage/platform?**

- Rockmosa- Offers a large stage *\*See floor plan on website*
- Marden- There is not a stage

**29) Do you offer wi-fi?**

- Yes, we do offer Wi-Fi but we recommend you not sharing the password as the more people on the Wi-Fi, the slower the connection.

**30) Can we have a raffle or 50/50 draw?**

- Gambling or betting for gain/reward is strictly prohibited on any Township property. Lotteries or games of chance including 50/50 draws require a license which can be issued to organizations that meet the criteria of the Alcohol and Gaming Commission of Ontario [www.agco.on.ca](http://www.agco.on.ca) License must be obtained through the Clerks Department.

**31) Will the building be open the day of my rental?**

- The renter is responsible for opening and closing the facility. Keys can be picked up during business hours (Monday to Friday 8:30am-4:00pm)