



# FACILITY RENTAL GUIDE

## Community Halls and Enabling Gardens



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# Rockmosa Community Centre

## LOCATION

[110 Rockmosa Dr.](#)  
[Rockwood ON](#)  
[N0B2K0](#)

Click the address above to visit the location on a map

## Links

[View the Virtual Tour](#)

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## Hall Features

- 300 person capacity
- 3538 square foot room with stage
- Catering Kitchen
- Ample parking
- Air conditioning
- Tables and chairs included
- Bar
- Accessible washroom
- Accessible Ramp
- Ideal venue for weddings and parties



# Rockmosa Older Adults Centre

## LOCATION

[121 Rockmosa Dr.](#)  
[Rockwood ON](#)  
[NOB2K0](#)

Click the address above to visit the location on a map

## Links

[View the Virtual Tour](#)

[Check Availability](#)

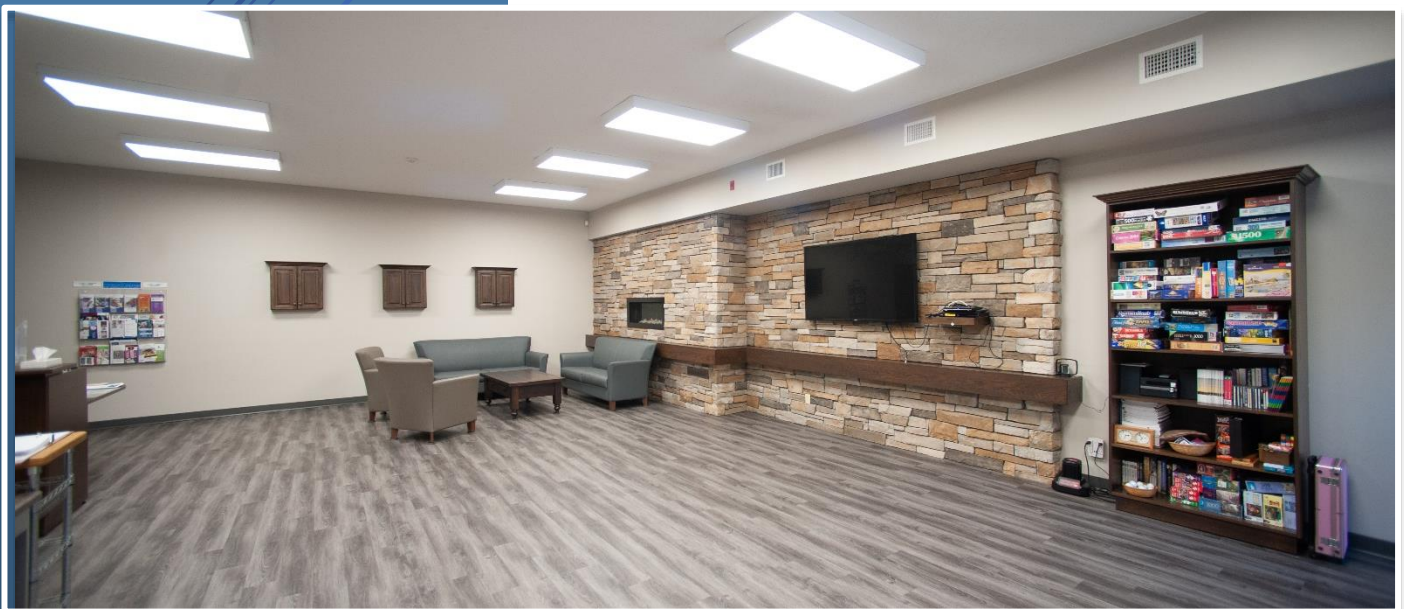
[Rental Fees](#)

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[Frequently Asked Questions](#)

## Hall Features

- 30 person capacity (seated) or 50 person capacity (standing)
- Kitchenette, Ideal for small birthday parties and showers
- Enabling garden (exclusive access additional fee)
- Ample parking
- Air conditioning
- Tables and chairs included
- Fully Accessible facility
- Television Rental



# Marden Community Centre

## LOCATION

[7368 Wellington Rd 30](#)  
[Guelph ON](#)  
[N1H 6J2](#)

Click the address above to visit the location on a map

## Links

[View the Virtual Tour](#)

[Check Availability](#)

[View the Floor Plan](#)

[Rental Fees](#)

[Insurance Information and Breakdown](#)

[Frequently Asked Questions](#)

## Hall Features

- 100 person capacity
- Food warming kitchen
- Enabling garden
- Ample parking
- Air conditioning
- Tables and chairs included
- Bar
- Fully Accessible facility
- Ideal venue for weddings and parties



# Booking Process

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If you are considering one of the Township of Guelph/Eramosa halls for your event, please complete the following steps prior to contacting our Halls Coordinator.

1. Review all information available in this package.
2. Consider which of our three venues is best suited for your event size and location.
3. Check availability, [Click here to check availability](#)
4. Make an appointment to view the hall you feel is best, viewings can be arranged Monday – Friday between 10am – 2pm. Potential rentals are permitted to view the hall once before securing a date with payment and once before your event.

**Once you have determined that a township hall is a suitable venue for your event:**

- Contact our Halls Coordinator by email [hallrentals@get.on.ca](mailto:hallrentals@get.on.ca) Please include the date & type of event you are hosting. You will receive a reply if we can accommodate your request with additional information and a [Rental Request Form](#) that will need to be completed and returned to create the booking. Please note availability is based on first come first serve basis, we are unable to place a hall on hold.
- A contract will be emailed to you for electronic signing once your rental is booked.
- Once the contract is signed and full payment is received (within 14 days) the date is booked, and you now need to purchase insurance for your event.
- One week prior to your event the Halls Coordinator will contact you to confirm all documents are in order, directions on where to pick up your keys and a reminder of the damage deposit that will be charged.

## Condition of use

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### Liability and Insurance

- 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.
- 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 [DUUO Insurance](#) or you can add the Township of Guelph/Eramosa as an additional insurer to your own insurance policy. Price varies.

## Loss or Damage

- The Township of Guelph/Eramosa cannot be held responsible for the safe keeping of equipment, displays, supplies, written material or other valuable items left in meeting and event spaces.
- A \$200 or \$500 damage deposit (depending on the venue you have rented) is required the week before your rental. 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. Keys must be returned before your damage deposit is returned.

## Food and Beverages

- We do not provide a catering service, if you have rented the kitchen in addition to the hall you are welcome to use an outside catering service.
- If you have rented the kitchen in addition to the hall and plan to serve food and/or nonalcoholic beverages, we recommend you have Safe Food Handling training. <https://www.foodsafetytraining.ca/>
- You are welcome to have alcohol at your event. Please see the list of requirements/rules below.

### Events including Alcohol

- The renter is responsible for the purchase of a Special Occasions Permit from the [Alcohol and Gaming Commission of Ontario](#).
- If you are having alcohol at your event, Township Smart Serve Certified bartenders will be provided to you at a cost of \$28.95+HST/hour per bartender for a minimum of 4 hours. All events serving alcohol require a minimum of 2 bartenders.
- Harassment, bullying or disrespect towards Township staff will not be tolerated and will result in your event being shut down.
- No alcohol is to be consumed until bartenders arrive on site. Failure to comply with this rule may result in the non-service of alcohol at your event.
- The renter is responsible to provide everything for the bartenders to serve (i.e. Ice, plastic cups, lemons, limes, menu, etc.)
- No glass bottles or glass cups may be used at the event. (Wine glasses may ONLY be used while seated at table)
- Bartenders do not take payment for drinks, please have a designated person to handle cash if you are not having an open bar.
- The bar area is to be completely cleared out when the event is done, please do not leave anything behind including ice.
- A copy of the Special Occasions Permit as well as receipts for all alcohol that is being served must be provided to the bartenders and kept in the bar area for the duration of the event. Alcohol that is not accompanied by a receipt will not be served.

## Decorations

- Not Permitted: candles, attaching decorations to the windows or walls, glitter or confetti, tape or thumbtacks
- No confetti or rice is to be thrown/used in the hall. Failure to comply with this rule will result in no refund of your damage deposit.

## Internet

- 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.

## Clean-up

- The renter is responsible for clean-up according to the take down and clean up checklist that is provided in the information package during key pick up. Clean-up is to be completed immediately after the event, unless otherwise arranged in advance of the event. Failure to comply to the checklist will result in the loss of your damage deposit.

## Parking

- Free parking is available on site for both halls, however both halls are located on municipally owned parks and parking is shared by all.



# Fees Schedule 2025

## Halls and Meeting Space Rentals

<b>Rockmosa Community Centre Hall and Kitchen</b>		
Friday, Saturday, Sunday and Statutory Holidays	Full Day	\$719.00
	8 Hour Rental	\$589.00
Mondays - Thursdays	8 Hour Rental	\$458.00
Damage Deposit		\$500.00

<b>Rockmosa Community Centre Hall Only</b>		
Friday, Saturday, Sunday and Statutory Holidays	Full day	\$458.00
	8 Hour Rental	\$393.00
Monday - Thursday	8 Hour Rental	\$267.00
Damage Deposit		\$500.00

<b>Marden Community Centre Hall and Kitchen</b>		
Weekends & Statutory Holidays	Full Day	\$483.00
Monday – Friday	8 Hour Rental	\$263.00
Monday - Friday	Hourly (5 hour minimum)	\$49.00/hour
Saturday – Sunday	Hourly (5 hour minimum)	\$53.00/hour
Damage Deposit		\$500.00

<b>Rockmosa and Marden Park Enabling Gardens</b>		
Monday - Sunday	Full Day	\$229.00

<b>Rockmosa Older Adults Centre</b>		
Saturday & Sunday	8 Hours	\$213.00
	4 Hours	\$143.00
Monday – Friday after 5pm	Hourly	\$54.00/hour
Damage Deposit		\$200.00

<b>Rockmosa Community Centre &amp; Marden Community Centre</b>		
Instructional Community Programming Rental	4 Hour Rental	\$236.00
Youth Day Camp Christmas Break, March Break, July & August	Monday – Friday	\$708.00

## Bartenders

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Bartenders are \$28.95+HST each per hour.

Licensed events require a minimum of 2 Guelph/Eramosa Township bartenders. A minimum of 4 hours per bartender is required. You are also required to obtain your Special Occasions Permit from the Alcohol and Gaming Commission of Ontario at your own expense and provide it to the Township no later than 30 days prior to your event.

## Insurance

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A certificate of insurance is mandatory for all rentals. Please visit our insurance partner's website, Duuo Insurance, and follow the prompts to obtain your certificate of insurance. We will automatically be sent a copy of your insurance once you have completed the process and made payment. [www.duuo.ca](http://www.duuo.ca)  
Any insurance related questions should be directed to Duuo Insurance.

## Rental Request

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Contact our Halls Coordinator by email [hallrentals@get.on.ca](mailto:hallrentals@get.on.ca)

Please include the date & type of event you are hosting. You will receive a reply if we can accommodate your request with additional information and a [Rental Request Form](#) that will need to be completed and returned to create the booking. Please note availability is based on first come first serve basis, we are unable to place a hall on hold.

## PLEASE NOTE

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- All rental rates are subject to HST
- Day before/after, set up/take down: \$226.00/day (subject to availability)
- Instructional Community Programming and Youth Day Camps **Must** have open registration to the public