

Hourly Rental Information

Multipurpose Room 1:

Perfect for meetings, showers, or family dinner - this main floor room includes a kitchenette.

Multipurpose Room 2:

Perfect for showers, gatherings, and birthdays. This 2nd floor room (stairs access only) features beautiful natural light, kitchen, and attached bathrooms.

Main Hall:

A perfect room to have your social, wedding, corporate training, or fundraiser! The Main Hall has lovely, vaulted ceilings and access to a kitchen. This room also features a sound system.

Room Information:

	<i>MPR 1</i>	<i>MPR 2</i>	<i>Main Hall</i>	<i>Gym</i>
<i>Room Size</i>	740 sq ft 37' x 20'	841 sq ft 29' x 29'	2832 sq ft 48' x 59'	5220 sq ft 60' x 87'
<i>Tables:</i>				
<i>8' Banquet Tables</i>	6	10	23	45
<i>60" Rounds</i>	4	-	11	23
<i>Capacity:</i>				
<i>Gathering</i>	40	60	160	
<i>Classroom Style (approximately)</i>	16	24	72	250
<i>Theatre seating (approximately)</i>	36	32	180	350
<i>LGCA <u>Maximum</u> Capacity</i>	68	80	240	514

Price List

	<i>MPR 1& 2</i>	<i>Main Hall</i>	<i>Gym</i>
<i>Rental per hour</i>	\$26.25	\$31.50	Please contact for availability and pricing
<i>Repeat Rental</i>	\$21.00	\$26.50	
<i>Set Up (Tables & chairs only)</i>	\$42.00	\$52.50	
<i>Clean Up (Clean and store tables & chairs)</i>	\$42.00	\$94.50	
<i>Projector</i>	\$26.25	\$26.25	
<i>Sound System</i>	-	\$26.25	

To qualify for a repeat renter discount, you must rent 4 or more sessions at the time of booking

All rooms include use of tables, chairs, coffee urn, kettle, refrigerator, sink and microwave.

MPR 2 & Main Hall have a stove – we do not allow cooking in our serving areas.

We do not provide kitchenware.

Renter Expectations:

- It is the renter's responsibility to set up their own event.
- Set up/take down and clean up is to be done during the rental period.
 - This includes decorations, tables, and chairs.
- No food and/or beverage service except for coffee and tea
- Renters have access only to the room rented
 - Common spaces are not included in the rental and cannot be used for any portion of the rental activity
 - Examples: Lobby, Hallways, outdoor fields, parking lot (except for parking)



Decorations:

- Decorations can be hung on walls with painters' tape or 'fun tak' only.
- No tacks, staples, packing tape or duct tape
- No decorations to be placed on the ceiling.
- No glitter, confetti, or sparkles
- No fog, bubble machines, or candles

Cleaning Responsibilities:

- Remove all decorations from walls
- All items brought in must be removed after the event
- Wipe down counters and kitchen appliances
- All garbage must be disposed of into our garbage bin located on the north side of the building
- Clean and return all tables and chairs to their storage areas
- Tables in stacks of 15, chairs in stacks of 10
- All cleaning supplies and garbage bags will be provided by the staff
- Turn off all lights and have the supervisor confirm the room is complete and your event has ended.

Cancellations and Refunds:

- No refund if cancelled with out 30 days notice
- Cancellation with 30 days notice is a \$50.00 fee
- All refunds are issued by cheque and mailed to the lessee

The registered permit holder is the only person the supervisor will deal with on all matters

