St. Mary's Parish Room Rental Fees

Upper Ballroom

Capacity: 250 (alcohol) or 300 (no alcohol)

Includes: Round Tables (5'), Rectangular Tables (12'), Banquet Chairs (275), Moveable Stage Boxes, Podium, Dimmable Lighting, Walk in Refrigerator, Bar area

Rental Fee Options:

- $500 (8am-4pm)
- $600 (5pm-1am)
- $1000 full day

Multi-Day/Weekend:

- $1,500 (Friday 7pm to Sunday 2am)

Lower Hall

Capacity: 130 (alcohol) or 150 (no alcohol)

Includes: Rectangular Tables (8'), Chairs, Bar
Not Wheelchair Accessible (Stairs Only)

Rental Fee Options:

- $65 per hour
- $300 per day

Private Meeting Room

Capacity: 30 (alcohol)

Includes: Carpeted, Sink, Rectangular Tables, Banquet Chairs

Rental Fee Options:

- $30 per hour
- $150 per day

Additional Fees

Security Deposit: $250 for small gatherings, $500 for large gatherings (250+ attendees)
Each rental includes a Security Deposit via cash, cheque, or e-transfer. Your deposit will be refunded after the event if no unexpected expenses are incurred (extra cleaning, damage).

Security Staff: $30 per hour, $75 per hour on holidays
A security staff member is required to be present if serving alcohol. (during permit hours)

Call in fee: $30 per hour
A call in fee will be incurred if management is called to the site for concerns during the event.

Loss of Key: $200
This fee will be incurred in the loss of the hall keys.

Note: The following extra cleaning fees may be charged to the deposit. Prices are subject to change depending on the time taken to restore to previous condition.

Shampoo of carpets or chairs: $50
Includes cleaning required for stage, floor runners, chairs due to food, spills and stains.

Floors: $50
If there is more than basic scrapping/scrubbing of floor or soil from food, gum, candy, paint etc.

Glitter/Confetti (Prohibited): $200
Glitter and confetti are prohibited.

Optional Services

Basic Cleaning: $100
Cleaning for ballroom, washrooms, and foyer. Includes sweeping & mopping of floors, garbage removal and cleaning/sanitizing of surfaces (handles, switches, doors, sinks)

Kitchen Cleaning Basic: $50
Does not include Stove or Dishwasher. Includes sweeping & mopping of floors, garbage removal and cleaning/sanitizing of surfaces (handles, cupboards, switches, doors, sinks, refrigerator)

Basic Setup or Take Down: $50 for small events (less than 150 attendees), $75 for large events

Bartender: $20 per hour for events with less than 100 attendees, $40 per hour for larger events (larger events require 2 staff to bartend)
Responsible for cleaning bar & beverage area.

Corkage Fee: $5 per person (ages 12+)
Includes pop, orange juice, cups and ice.

Dishwasher/Plate Pickup: $120 for events with less than 150 attendees, $180 for larger events
Smaller events require 2 staff for 3 hours, larger events require 3 staff for 3 hours.

Coffee & Tea: $75 per 100 cups
Includes regular coffee, variety of tea bags, sugar, cream, cups, stir sticks.

Wine or Water Glasses: $0.50 each

Place Setting: $1 each
Includes dinner plates, forks and knives.

Linen Rentals

Round Table Cloths: $8 each
25 black or white floor length table cloths available. For 5' round tables.

Table Skirt Fronts: $10 each
2 in black available. Fits 12' table.

Small Rectangular Table Cloths: $6 each
4 black and 11 white 60" x 120" table cloths available. Fits 6' -8' tables. Suitable for reception, cocktail, or cake tables.

Large Rectangular Table Cloths: $10 each
3 black and 3 white 90" x 156" floor length table cloths available. Fits 12' tables. Suitable for head and food tables.

Table Runners: $2 each
24 silver iridescent mesh and 40 Black/White scroll design available. All runners are 8'.

Chair Covers: $2 each
280 black and 240 white available.

Chair Sash: $0.50 each
195 silver iridescent mesh sashes available.

Napkins: $0.50 each
250 silver polyester table cloths available.