

Facility Rentals 2016

We are pleased that you are considering a City of Pickering facility to hold your gathering. Please review this package as it contains important information pertaining to the City of Pickering policies and procedures.

Application Procedures

To check the availability of a facility, please call 905.420.4623 between 8:30 am and 9:00 pm Monday to Friday.

Complete the Application Form included in this package. Once completed, the form can be faxed to 905.831.9370, dropped off to the Pickering Recreation Complex, 1867 Valley Farm Road to the attention of Facility Bookings, or emailed to facilitybooking@pickering.ca. Fully describe the function you are organizing. If alcohol will be served or you will be dancing and/or playing music, it is imperative that you communicate this on your application. Failure to complete the application with accuracy will cause facility staff to restrict you from engaging, serving or distributing alcohol at your event.

To serve alcohol during your event you must have the applicable liability insurance, and provide facility booking staff with a copy of your Special Occasion Permit, as well as copy of your Smart Serve bartender's certificates. **Permits will not be amended on the day of your event to allow you to serve alcohol at your function.** If you do not pre-arrange with facility booking staff in advance, or by the end of last business day preceding your event, under no circumstances will you be permitted to serve alcohol.

Upon receipt of your application form, facility booking staff will create a permit for you and request payment immediately. Please note: All sections must be completed on the application form for staff to complete this transaction.

Upon receipt of your payment, you will be issued a City of Pickering facility permit.

Payment

If the date of your event is greater than three months away, a deposit of 50% is required to confirm your rental. If the date of your event is less than three months away, full payment is required to confirm your rental.

Note: Payment for all City of Pickering Facilities must be made at the Pickering Recreation Complex.

Damage Deposit

For any social functions, including but not limited to, parties, showers and banquets, a damage deposit of \$200 to \$500 is required at least 3 weeks in advance of your event. This fee is in addition to the rental costs associated with your booking. Damage deposits may be kept in full or part, if you exceed the time on your permit; equipment is broken or damaged; or if the facility is left in a condition that requires extra staff time to clean.

Damage deposit refunds will be processed the first business week following your event. To expedite your refund, it is recommended that damage deposits be made by Visa or MasterCard. Payments made by cheque, cash or debit will be processed by the Corporate Services Department and may take between four to six weeks for processing.

Additional Licenses, Insurance, Tariffs & Certification

Special Occasion Permit

For any social function where alcohol will be served, a Special Occasion Permit is required. Visit the LCBO website at http://www.agco.on.ca/forms/en/1575_a_pdf or call 1.800.668.5226 for information on how to obtain a Liquor Licence. Note: A copy of your Liquor Licence must be provided to staff at least three weeks prior to your event.

Liability Insurance

The City of Pickering requires every event to have a minimum of \$2,000,000 third party liability insurance coverage. The insurance must be purchased as part of our facility rental application process. The use of special apparatus such as smoke machines, inflatables, scissor lifts, skyjacks, etc., must be approved three weeks prior to the event by the facility supervisor. Any additional requirements for the use of such apparatus (insurance, CSA approval) must be agreed upon and followed by the Licensee.

Content Insurance

The City of Pickering shall not be liable for any damage to or loss of any property brought into the facility. The City of Pickering does not provide content insurance to rental/user groups.

Smart Serve

For public licensed functions, the City of Pickering requires Smart Serve certified bartender(s). For information about this program call toll free at 1.877.620.6082. This certificate can be obtained online at www.SmartServe.ca (look for the FAQ on the menu, then choose Online Training for more information). A copy of this certificate is required three weeks prior to the event.

SOCAN Fees

When any type of music or dancing occurs within a City of Pickering facility during a rental or otherwise, the City of Pickering is required to remit a SOCAN fee on your behalf. This tariff is added to your final rental fees. For more information regarding SOCAN and their role visit www.socan.ca.

It is the responsibility of the Licensee to provide all outstanding special permits (i.e., Special Occasion Permit, etc., within the designated time. It is also the responsibility of the Licensee to obtain copies of the proper certification for the qualified bartender(s) and to submit a copy of these to the attention of Facility Bookings, a minimum of three weeks in advance of your booking.

City of Pickering Rental Sites:

Pickering Recreation Complex Banquet Halls	905.420.4623
O'Brien Meeting Room	905.420.4623
Pickering Recreation Complex Meeting Rooms	905.420.4623
East Shore Community Centre	905.420.4623
West Shore Community Centre	905.420.4623
Petticoat Creek Community Centre	905.420.4623
Pickering Museum Village	905.683.8401
Brougham Hall	905.683.5929
Mount Zion Community Hall	905.649.5200
Greenwood Community Centre	905.428.7608
Dr. Nelson F. Tomlinson Community Centre (formerly known as Claremont Community Centre)	905.649.6021
Whitevale Historical Building	905.294.1812

Facility Descriptions

There are several facilities available for rent within the City of Pickering with varying occupancy loads and amenities. Complete pricing is available in the facility Information chart.

The Pickering Recreation Complex

905.831.1711
905.683.6582

1867 Valley Farm Road
Pickering, ON L1V 3Y7

Pickering Recreation Complex offers unique spaces to the general public for rental. These spaces are the ideal location for large events, galas, tradeshow, meetings and more. The Pickering Recreation Complex is the hub of Pickering's activities, housing a substantial fitness facility, spa, wellness centre, racquet sports, as well as twin ice pads and many leisure programs.

The Complex Meeting Rooms located on the second floor of the Pickering Recreation Complex, have a capacity of 25 to 80 people for meetings, seminars or personal gatherings. This unique space can be divided into three distinct rooms or opened up to accommodate larger gatherings. Rooms can be booked together or individually. The meeting rooms include set-up/take down; and a podium is available upon request. See the facility information chart for complete pricing and amenities.

The O'Brien Rooms located at the Pickering Recreation Complex are located inside the arena entrance. They are the perfect place to host a reception or social event. These rooms feature a walk out to a tree-lined patio overlooking Pickering's Diana, Princess of Wales Park. This space holds up to 120 people for meetings, seminars and social gatherings. The O'Brien Rooms include set-up/take down including the use of risers, podium and your choice of round or rectangular tables. The O'Brien Rooms have a full kitchen with an icemaker. See the facility information chart for complete pricing and amenities.

The Banquet Halls – East & West Salons located at the Pickering Recreation Complex, are perfect for your Gala Event! It is the ideal Pickering location for your wedding, anniversary, conferences, tradeshow or any other social gathering. This space will accommodate from 240 to 510 people for social gatherings, and from 300 to 600 people for meetings or seminars. The salons feature a full appointed kitchen, up to two bars with pop and ice available, use of risers, podium and state-of-the-art audio/visual equipment. See the facility information chart for complete pricing and amenities.

Don Beer Hall

905.831.1035

940 Dillingham Road
Pickering, ON L1W 1Z6

The Don Beer Meeting Room accommodates up to 160 people for social gatherings, and features a kitchenette with fridge and warming ovens, a small stage area, and available tables and chairs. There is also a beautiful outdoor patio. See the facility information chart for complete pricing and amenities.

The Arena Surface at Don Beer Arena can be booked for large gatherings and summer leagues by contacting the Facility Booking Staff at the Recreation Complex. This space accommodates up to 225 people. See the facility information chart for complete pricing.

East Shore Community Centre

905.420.6588

910 Liverpool Road South
Pickering, ON L1W 1S5

This facility offers three distinct facility spaces available for rent. Perfect for parties, leagues, meetings and more; get the versatility you need at the East Shore Community Centre.

The Gymnasium at East Shore Community Centre is the perfect place to host your gathering, meeting or sporting event. The Gymnasium can accommodate from 200 to 240 people. This space features a full kitchen, chairs and tables. See the facility information chart for complete pricing and amenities.

The Meeting Rooms at East Shore Community Centre can be rented together as an adjoining space for larger gatherings, or individually to host smaller groups. Perfect for meetings and family gatherings, this space features a full kitchen, whiteboards, chairs and tables. This space can accommodate up to 50 people per room. See the facility information chart for complete pricing and amenities.

The Community Room at East Shore Community Centre is a great place to host your meeting or gathering. This space features audio/visual equipment, chairs and tables and private washroom facilities. This space will accommodate up to 80 people for social gatherings, and 100 people for meetings or seminars. See the facility information chart for complete pricing and amenities.

West Shore Community Centre

905.420.4623

1011 – 1015 Bayly Street
Pickering, ON L1W 1L3

This beautiful pine lodge overlooks Frenchman's Bay and is nestled in a lush green space, perfect for pictures or other outdoor activities. Often booked for family gatherings, Jack & Jill parties, weddings, events and more. West Shore Community Centre is the perfect location for all your event needs. With its distinctive ambience, this private building has ample parking, a fully appointed kitchen with icemaker and round tables. This space can accommodate up to 150 people. See the facility information chart for complete pricing and amenities.

Petticoat Creek Community Centre

905.420.2370

470 Kingston Road West
Pickering, ON L1V 1A4

The beauty of Petticoat Creek Community Centre is evident from the moment you enter the facility. The building is framed by the stunning landscape of the Petticoat Ravine. The inside space provides an abundance of natural light, and a gorgeous view full of flora from its floor-to-ceiling windows. Perfect for wedding receptions, dances, showers and family socials, this room can be left open for large functions or separated for smaller groups. The Paris & Franklin Rooms include set-up, chairs, tables and podium. The Paris Room features a fully appointed kitchen. The space can accommodate up to 150 people for social gatherings, meetings and seminars. See the facility information chart for complete pricing and amenities.

Renter Responsibilities

1. Your **rental must be paid in full** at least three months prior to the event.
2. Where applicable your floor plan is due a minimum of three weeks in advance.
3. A copy of your Special Occasion Permit and Smart Serve certification are required a minimum of three weeks in advance of your booking.
4. Upon your arrival at the facility, take a moment to introduce yourself to the staff member on duty.
5. Supervise all guests in attendance.
6. Prior to your event, check with facility booking to establish which items are provided with your rental.
7. Where applicable, submit your floor plan with all requirements three weeks in advance of your function.

Set-up & Clean Up

The Licensee is responsible for setting-up and putting away the tables and chairs at West Shore Community Centre and East Shore Community Centre. Please report any damage to staff immediately.

When using the tables and chairs, please:

- Lift items to avoid marking floor surfaces.
- Use hands not feet to open and close table legs.
- Ensure that table legs are in the locked position when set-up.
- Wipe all tables and chairs after use.
- Return all items to the proper storage area from which they were borrowed.

Please return the facility back to the general condition of cleanliness in which it was found. Please note that clean-up and or damage charges will be levied to the Licensee.

Please remember to:

- Clean up all liquid and solid spills.
- Clear all counters and sinks.
- Empty & wipe spills in the fridge, oven and on the stove.
- Place garbage into the dumpster.
- Recycled items should be separated from the trash.
- Clear patio and smoking areas of debris.

Please be sure all food, beverages and decorations have been removed at the end of the booking and prior to leaving the facility.

It is required that the Licensee do the final walk around with the on-site Supervisor at the end of the event to ensure proper compliance of all of the above.

The City of Pickering reserves the right to enter the facility and take such actions as deemed necessary to ensure compliance with the terms set out herein and for the prevention of damage to City property or injury to persons.

Building Emergency Number

With your facility rental agreement you will be given an emergency number. This number is to be used in an emergency **only** if a staff person is not present.

Smoking Policy

Smoking is strictly prohibited within City of Pickering facilities. It is the responsibility of the Licensee to inform their guests of the designated smoking area(s). It is unlawful to smoke closer than 30 metres of any facility entrance.

Fire Safety Plan

As a facility rental permit holder, please be advised of the following information as it pertains to you, your group and the facility's Fire Safety Plan:

- Make note of all locations of the fire pull stations and fire extinguishers.
- Emergency phone is available. There is no charge for 911 calls made from pay phones.
- Make note of all fire exits.

- Do not block exits. All exits must be clear at all times.
- Fire regulation clearance is 3'6" for all doors.
- Prior to the start of your event, please inform occupants/guests that in the event of fire, they must evacuate from the nearest exit and remain on site until otherwise directed by the Fire Department.

Upon discovery of fire or hearing the alarm:

- Remain calm.
- Leave the fire area immediately.
- Close the doors behind you.
- Sound the fire alarm and call the Pickering Fire Department (911) and give the facility name and complete address.
- Leave the building immediately via the nearest exit.

Decorating Guidelines

Helium Balloons are only permitted if pre-arranged by the facility supervisor or designate. If non-secured balloons escape in the facility, the Licensee may be charged an additional fee. Helium tanks need to be removed from the facility by the permit holder. Failure to take helium tanks with you will affect the damage deposit amount refund.

Candle/Fire Usage

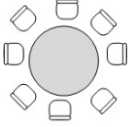
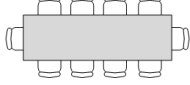
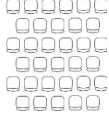

Candles are permitted if they are used on a birthday cake. For questionable fire usage such as ceremonial fires, please contact the Fire Prevention Office at 905.420.4628 to ensure it falls within City fire safety guidelines.

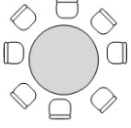
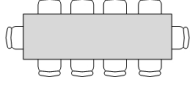
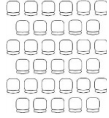

Tape and Tacks

Please refrain from using tacks or any other instrument that will damage walls, tables, chairs or window treatments. Any tape used to decorate the halls must not leave a residue once your decorations are removed.

Ladders

Permit holders will be restricted from using ladders, whether personal or the property of the City of Pickering.

Facility	Rounds of 8 	Rectangular Tables 	Theatre Style 	Lecture Style 	Amenities
Pickering Recreation Complex 2 nd Floor Meeting Rooms 1, 2 & 3	NA	8 foot tables			<ul style="list-style-type: none"> • Wi-Fi • Kitchenette in Meeting Room 3 only • Podium • Riser • Microphone • Set-up included

Facility	Rounds of 8 	Rectangular Tables 	Theatre Style 	Lecture Style 	Amenities
O'Brien Rooms Arena Entrance	Available	8 foot tables			<ul style="list-style-type: none"> • Wi-Fi • Room A: icemaker, full kitchen with walkout patio • Set-up included • Podium • Riser • Microphone
East & West Salon Main Floor	Available	8 foot tables			<ul style="list-style-type: none"> • Wi-Fi • Audio/visual equipment • Full kitchen • Bar with soft drinks & icemaker • Set-up included • Podium • Riser • Microphone
Don Beer Arena Banquet Hall	Available	8 foot tables			<ul style="list-style-type: none"> • Kitchenette • Podium • Outdoor patio • Set-up included • Microphone
East Shore Gymnasium	NA	8 foot tables			<ul style="list-style-type: none"> • Full kitchen
East Shore CC Meeting Rooms	NA	8 foot tables			<ul style="list-style-type: none"> • Kitchenette
East Shore CC Community Room	NA	8 foot tables			
West Shore CC	Available	8 foot tables			<ul style="list-style-type: none"> • Full kitchen • Icemaker
Petticoat Creek CC Paris Room	NA	8 foot tables			<ul style="list-style-type: none"> • Full kitchen • Set-up included
Petticoat Creek CC Franklin Room	NA				<ul style="list-style-type: none"> • Set-up included

Facility Information Chart

	Social Gathering	Seminar/ Meeting	Hourly Resident	Hourly Non-Resident	Event Resident	Event Non-Resident	Daytime Business Res.	Daytime Business Non-Res.
Facility Listings	Capacity							
Pickering Recreation Complex			(League Rates Available for Arena Surface)					
Banquet Halls, East & West Salons	510	600	N/A	N/A	\$1,280	\$1,665	•	•
Banquet Halls East Salon	240	300	N/A	N/A	\$690	\$900	•	•
Banquet Halls West Salon	240	300	N/A	N/A	\$690	\$900	•	•
Meeting Rooms 1,2 & 3	80	80	\$65	\$90	\$430	\$540	\$195	\$270
Meeting Rooms (1 room)	25	25	\$30	\$45	\$165	\$210	\$100	\$140
Meeting Rooms (2 rooms)	50	50	\$45	\$65	\$265	\$360	\$140	\$185
O'Brien Rooms A&B	120	175	\$90	\$125	\$460	\$565	\$195	\$275
O'Brien Rooms A only	50	75	\$45	\$65	\$225	\$290	\$95	\$140
O'Brien Rooms B only	70	100	\$45	\$65	\$225	\$290	\$95	\$140
Arena Surfaces (May-Aug only)							•	•
Don Beer Arena			(League Rates Available for Arena Surface)					
Meeting Room	150	150	\$55	\$60	\$540	\$570	•	•
Arena Surface	225	225					•	•
East Shore Community Centre								
Meeting Rooms 2 & 4	100	100	\$60	\$86	\$240	\$330	•	•
Meeting Rooms 2 or 4	50	50	\$30	\$45	\$116	\$158	•	•
Gymnasium	200	240	\$45	\$55	\$515	\$630	•	•
Community Room	80	100	\$60	\$70	\$320	\$430	•	•
Petticoat Creek Community Centre			(Sunday Rates are Hourly)					
Paris & Franklin Rooms	150	199	\$80	\$115	\$655	\$850	\$175	\$260
Russell Franklin Room	70	100	\$45	\$80	\$360	\$545	\$95	\$125
Helen Paris Room	70	99	\$45	\$80	\$360	\$545	\$95	\$125
West Shore Community Centre			(Daytime Business Rate - Weekdays Only)					
Community Centre	150	150	\$55	\$60	\$540	\$570	•	•

**Sunday - Thursday
Hourly Rates Apply**

• Please call for rates

**Friday & Saturday
Event Rates Apply**

All prices subject to HST

Updated - March 21, 2016