

Facility Rules and Regulations

Failure to comply with the below will result in loss of damage deposits

A. All Facilities

- no confetti/rice is allowed in City facilities or parking lots
- facilities must be vacated by 2:00 am, ensuring that all decorations and function supplies have been removed
- smoking and vaping is not permitted in any City facility. All City facilities are designated non-smoking (Durham Region By-law No. 28-2019)
- The City of Pickering cannot supply ladders or lift equipment to any permit holder. If this service is required it must be arranged with and approved by the City of Pickering one week prior to the event
- caterers, bartenders, disc jockeys, entertainers, liquor licenses, etc., are the renter's responsibility
- keys for West Shore Community Centre may be obtained at the Recreation Complex during regular operating hours. Please call 905.831.1711 for hours
- liquor license must be visible on the bar wall at all times during the function
- unnecessary noise, which disturbs the peace, quiet, or comfort of any person in any type of residence, place of business, etc., in proximity to the facility is not permitted
- daytime rental keys must be returned immediately following the function to the Recreation Complex
- evening rentals (those finishing after 9:00 pm) must be returned before 12:00 pm the following day to the Recreation Complex
- decorating is the sole responsibility of the renter. Staples, tape, nails, glue, etc., are not permitted. Helium balloons are permitted, provided they are securely anchored
- as per liquor regulations all bars must close at 1:00 am sharp
- set-up times for your event is as per your permit

B. West Shore Community Centre

- garbage must be placed in the garbage bin at the back of the building
- renters are responsible for their own set-up
- tables and chairs must be put neatly away in the storage room
- no live bands are permitted
- renters must supply their own mix

C. George Ashe Community Centre

- the piano is the property of the Rouge Hill Senior Club. Please do not play
 - renters must supply their own mix and ice
 - City of Pickering staff will set-up the tables and chairs provided a diagram of the layout is submitted on the Monday preceding the function. You may obtain the diagram at the Recreation Complex Information Desk
- Staples, tape, nails, glue, etc., are not permitted.

D. Don Beer Arena

- renters are responsible for their own set-up
- tables and chairs must be put neatly away in the storage room
- renters must supply their own mix and ice

E. Chestnut Hill Developments Recreation Complex East/West Salons & O'Brien Meeting Rooms

- Recreation Complex Staff will set-up the tables and chairs provided a diagram of the layout is submitted on the Monday preceding the function
- you may obtain the diagram at the Recreation Complex Information Desk

F. East Shore Community Centre

- renters are responsible for their own set-up
- tables and chairs must be neatly away in the storage room
- renters must supply their own mix and ice

For complete regulations, please see Conditions of Agreement.