

# GALA

We have the right space for you!

or ***gathering***

## Newly created to better serve you, featuring...

- online application forms
- easy to follow application procedures
- pricing and room features

## New - Facility users require insurance for all facilities.

### West Shore Community Centre

**Capacity:** up to 150 people (social gathering)

**Features:** full kitchen & icemaker, ample parking and great outdoor venue for photos

### Petticoat Creek Community Centre

**Capacity:** up to 150 people (social gathering)

**Features:** large fully appointed kitchen, setup included, podium available, beautiful ravine setting and ample parking

### East Shore Community Centre Meeting Rooms & Gymnasium

**Capacity:** up to 66 people in rooms 2 and 4, up to 240 people in the Gymnasium, up to 100 people in the Community Room

**Features:** room 2 includes kitchen facilities, the Gymnasium has an adjacent kitchen

### Don Beer Arena Meeting Room

**Capacity:** up to 199 people

**Features:** full kitchen

### Banquet Halls at Pickering Recreation Complex

**Capacity:** up to 600 people

**Features:** includes setup, audio-visual equipment, risers & podium, fully appointed kitchens, 2 bars with soft drinks on tap and ice

### O'Brien Rooms at Pickering Recreation Complex

**Capacity:** up to 150 people (social gathering)

**Features:** includes setup, audio-visual equipment & podium, full kitchen & icemaker, your choice of round or rectangular tables

### Meeting Rooms at Pickering Recreation Complex

**Capacity:** up to 100 people

**Features:** includes setup, audio-visual equipment, risers & podium, kitchenette, large cooler.

## For more information:

**email:** [facilitybooking@cityofpickering.com](mailto:facilitybooking@cityofpickering.com)

**call** 905.683.6582

**TTY** 905.420.1739

**or pick up a Facility Booking Handbook at any City facility**

## Facility Bookings Information

All of our meeting/banquet facilities can be permitted for alcohol service by obtaining a Special Occasion Permit, issued by the LCBO. You will also be required to have Smart Serve Trained bartending staff and liability insurance. More information can be obtained through our website at [cityofpickering.com/facilitybooking](http://cityofpickering.com/facilitybooking)

Note: Round tables are available at West Shore Community Centre and O'Brien rooms only. Other facilities require rental arrangements by the facility permit holder.



## Mandatory Proof of Insurance

The City of Pickering is pleased to be able to offer optional liability insurance to community organizations or individuals who permit City of Pickering facilities to host recreational events.

As of September 1, 2011, it will be mandatory for all user group renting facilities to provide to the City of Pickering proof of insurance.

The Facility User Group Insurance Program encompasses the rental of a facility space, sports field and rentable parkland.

If the facility user does not possess adequate insurance coverage it may be purchased through the Facility User Group Programs at the time of booking. The cost will be added to your facility rental agreement, including HST.

Please contact the City of Pickering Facility Booking at 905.420.2623 for complete details.