



Facility Booking Handbook

We are pleased that you are considering a City of Pickering facility to hold your gathering. City of Pickering facilities maintain the highest level of customer care and satisfaction. We hope to be able to assist you in making your gathering a pleasant and successful experience. Please take the time to review this package as it contains important information pertaining to the City of Pickering regulations regarding your event or function.

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APPLICATION PROCEDURES

1. Complete the Application Form included in this package.
2. Once completed the form may be faxed to 905.831.9370 or dropped off to the Pickering Recreation Complex to the attention of facility bookings.
3. Upon receipt of your application form, facility bookings will create a permit for you and request payment immediately. Please note: All sections must be completed on the application form for us to complete this transaction.
4. Upon receipt of your payment you will be issued a facility Permit.

***To check the availability of a facility, call 905.420.4623
between 8:30am and 4:30pm Monday to Friday.***



Facility Rental Application

The Corporation of the City of Pickering

Culture & Recreation Division

Tel. 905.420.4623 Fax. 905.831.9370

facilitybooking@cityofpickering.com

www.cityofpickering.com

Please complete the following application as completely as possible and email your completed application to facilitybooking@cityofpickering.com or fax to 905.831.4181. Your request will be reviewed by facility booking staff and you will be advised as to the status of your request by a customer service representative.

Contact Information						
First Name			Last Name			
Organization					<input type="checkbox"/> Not for Profit <input type="checkbox"/> Profit	
Street Address			City	Province	Postal Code	
Telephone No. (Day)		Telephone No. (Eve)		Email Address		
Facility Requested			Room(s) Requested			
Date			Set-up Time (see note #1 below)		Event Time (Start/Finish)	
Month	Day	Year			Start	<input type="checkbox"/> am <input type="checkbox"/> pm
					Finish	<input type="checkbox"/> am <input type="checkbox"/> pm
Frequency <input type="checkbox"/> Single <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly (if monthly please specify (e.g., 3 rd Tuesday)						
Number of people attending.						
Purpose of Rental.						
Do you plan to sell food or any other product? If 'Yes' contact Facility Supervisor for approval.			<input type="checkbox"/> Yes <input type="checkbox"/> No		Will you be having a band? If 'Yes' contact Facility Supervisor for approval.	
Will there be dancing?			<input type="checkbox"/> Yes <input type="checkbox"/> No		Will you be having a Disc Jockey?	
Will pay duty police officers be in attendance?			<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you require additional electricity?	
Will an admission be charged?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If 'Yes' amount of fee	
Do you plan to sell or serve alcohol?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Profits (if any) from admission fees, food, beverage sales will be used for.						

Notes to Applicants

- 1) If available at the location requested (see Rules & Regulations), it is the renter's responsibility to request adequate set-up time so that they are able to complete their facility set-up prior to their event.
- 2) All Rentals **will** require a security deposit of \$200.00. Refund of the deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. The permit holder must pay all damages to facilities arising from the use of facilities by permit even if above the deposit.
- 3) It is the renter's responsibility to ensure that all require licenses are secured and provided at least three weeks **prior** to the date of the event or function (i.e. Liquor License, Smart Serve Certificate, and Liability Insurance).
- 4) It is the renter's responsibility to ensure that all belongings are removed from the facility at the end of the rental.

We certify that we have read the Facility Rules and Regulations appearing in the Facility Handbook (see pages 6 and 7) and agree to conform hereto and to be strictly bound thereby.

Signature of Representative
(not required if sent by email as email considered signature)

Date

CC#

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering facility rentals. Questions about this collection should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Conditions of Agreement

- 1) The City reserves the right to cancel any permit temporarily or permanently, should accommodation be required for special events, or in an emergency.
- 2) 50% of payment is due at time of booking. This is a **non-refundable** deposit.
- 3) Applicants must be members of authority in the organization seeking accommodation.
- 4) The facility is to be used only on the date(s) and time(s) specified, and only for the purpose named. **No teen dances/parties, stags or stagettes are permitted** in our halls. This permit is not transferrable.
- 5) The City will not be responsible for personal injury or damage or for the loss or theft of clothing or equipment of the applicants, or anyone attending on the invitation of the applicant or any persons contracted by the applicant.
- 6) The applicant shall be responsible for the conduct and supervision of all persons admitted to the building(s) and grounds and shall see that all regulations contained herein are strictly observed.
- 7) 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 shall not be permitted.
- 8) The exits must be kept free from obstruction in case of fire.
- 9)
 - a) The applicant must pay all damages arising from the use of the property.
 - b) A damage/security deposit will be charged for all rentals, to be refunded at a later date, if no damage, excessive maintenance costs are incurred as a result of the facility rental.
 - c) The applicant must pay such fees for extra work by custodians, etc., as the City may determine.
- 10) Games of chance, lottery, or gambling in any forms, contrary to law is strictly forbidden.
- 11) It shall be the responsibility of the applicant to see that all persons admitted to the function being held, have vacated the premises promptly by 2:00 am.
- 12) If liquor of any type is to be served, sold or available at the function, the applicant must obtain all necessary permits and licenses and must adhere to the City of Pickering 'Alcohol Management Policy'. A copy of the liquor license must be posted on the wall during the function.
- 13) The City of Pickering requires every event have a minimum of \$2,000,000 third party general liability insurance coverage. This insurance must be purchased as part of the rental process.
- 14) For all special occasion permits, only monitors and servers that possess a server intervention program certificate will be permitted to use the designated facility. Information is available at www.smartserve.org.
- 15) The licensor reserves the right to provide security personnel or Pay-Duty Police at the expense of the licensee, should the Supervisor, Facility Programs deem it necessary.

- 16) Hall cancellations are subject to a \$35.00 administration fee.
- 17) All cancellations must be received in writing ninety days prior to the function, or the entire rental fee will be forfeited.
- 18) All rental rates are subject to increase. Post-dated cheques will not be accepted.
- 19) This contract is not valid unless it is signed and dated by the person renting the facility and returned as soon as possible to the Facility Booking Clerk.
- 20) Recreation Complex Staff will set-up the tables and chairs 'provided' a diagram of the layout is submitted by the Monday preceding the function. You may obtain the diagrams at the Complex Information Desk. Any materials/articles dropped off prior to the function, or left after the function, must have prior approval from the Maintenance Department or designate.
- 21) If Complex Banquet Halls are rented, please use the outside entrance to Banquet Halls, do not use main Complex doors.

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HST applies to this Rental – Registration No. 108078593

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 of any type of tobacco product is not permitted in any City facility. All City facilities are designated non-smoking (Durham Region By-law No. 66-2002)
- 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 Pickering 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, 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. Petticoat Creek 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

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. Pickering Recreation Complex East/West Salons and 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.

PAYMENT

If the date of your event is **greater** than 3 months away, a deposit of 50% is required to confirm your rental.

If the date of your event is **less** than 3 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.

SECURITY DEPOSIT

For any Social Functions (for example parties, banquets, showers), the above applies and a Security Deposit of \$200 is required at least 3 weeks prior to the event. Refunds are made the week following your event. If payment is made by debit, cash or cheque the refund will be issued by the finance department at the City of Pickering. If payment is made by master card or visa the deposit will be refunded to the credit card.

Additional Licenses, Insurance, Tariffs & Certification

Liquor Licenses For any Social Function where alcohol will be served, a Liquor License is required 3 weeks prior to the event. Visit the LCBO website at <http://www.lcbo.com/products/permits.shtml> or call 1.800.668.5226 for information on how to obtain a Liquor License.

Note: A copy of your Liquor License must be dropped off at the Pickering Recreation Complex, attention: Facility Bookings at least 3 weeks prior to your event.

Liability Insurance The City of Pickering requires every event to have a minimum of \$2,000,000 third party general liability insurance coverage. This insurance must be purchased as part of our application process.

The use of special apparatus such as smoke machines, inflatables, scissor lifts, sky jacks etc. must be approved **3** 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 for any rental/user groups. Rental/user groups are encouraged to purchase adequate content insurance coverage.

SmartServe For Public Licensed functions the City of Pickering requires a SmartServe Certificate (program designed to promote responsible alcohol beverage service). 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 top menu, then Online Training for more information). A copy of this certificate is required 3 weeks prior to the event.

Socan Fees When any type of music or dancing occurs within a city facility during a rental or otherwise The City of Pickering is required to pay a Socan fee. This tariff is added to your final 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 event permits (i.e. Special Occasion Permit, SmartServe certificates 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 facility booking section, at least three weeks prior to your event.

Note: failure to provide all necessary documentation as outlined above, will VOID your rental.

City of Pickering Rental Sites

Pickering Recreation Complex Banquet Halls	905.420.4623
O'Brien Meeting Rooms	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 Hall	905.428.7608
Claremont Community Centre	905.649.6021
Whitevale Historical Building	905.294.1812

FACILITY DESCRIPTIONS

There are several attractive facilities available for rent within the City of Pickering. Complete pricing is available in the Facility Information chart within this book.

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 activity hosting a major fitness facility, spa, wellness centre, racquet sport complex, 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 30 – 100 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 feature included set-up with available, podium, kitchenette with microwave and fridge. *See the facility information chart for complete pricing.*

The O'Brien Rooms located at the Pickering Recreation Complex are located in the arenas area. The perfect place to host a reception or social event, these rooms feature a walk out to a tree-lined patio and overlook Pickering's Diana Princess of Wales Park. This space holds a capacity of 50 to 120 people for social gatherings, and up to 175 people for meetings and seminars. The O'Brien Rooms include set-up and has available risers, podium, full kitchen, icemaker and your choice of round or rectangular tables. *See the facility information chart for complete pricing.*

The Banquet Halls ~ East and West Salons located at the Pickering Recreation Complex are perfect for your Gala Event! It is the ideal Pickering location for Weddings, Anniversaries, Conferences, Trade Shows and Social gatherings. This space accommodates from 220 to 500 people for social gatherings and from 300 to 600 people for meetings or seminars. The salons feature a fully appointed kitchen up to two bars with pop and ice available, included set-up with available risers, and podium. *See the facility information chart for complete pricing.*

The **Arena Surfaces** at the Pickering Recreation Complex may be booked from May through August for groups up to 1000 people. Perfect for reunions, tournaments, leagues, galas and more, this space features included set-up with available tables, chairs, podium and risers. *See the facility information chart for complete pricing.*

Don Beer Arena

905.831.1045

940 Dillingham Road
Pickering, ON L1W 1Z6

Don Beer Arena is a great space to host social gatherings, meetings, and more. Convenient to the 401, Don Beer arena is located just South of the 401 off of Brock Road. Year round bookings are accommodated in the upstairs banquet hall while the arena surface is available for summer bookings during the months of May through August. *See the facility information chart for complete pricing.*

The **Don Beer Meeting Room** accommodates up to 199 people 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.*

The **Arena Surface** at Don Beer Arena can be booked for large gatherings and summer leagues, by contacting the arena staff at Don Beer. 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

This facility offers 3 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 an adjacent kitchen including stove, sink, fridge and microwave, which can be used for food service. Chairs and tables are also available. *See the facility information chart for complete pricing.*

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 stove, sink and fridge in room 2, with whiteboards and available chairs and tables in both spaces. This space can accommodate up to 66 people per room. *See the facility information chart for complete pricing.*

The Community Room at East Shore Community Centre is a great place to host a meeting or gathering. This space features available audio/visual equipment, chairs, tables and ensuite washroom facilities. This space can accommodate up to 190 persons for social gatherings and 240 persons for meetings or seminars. *See the facility information chart for complete pricing.*

West Shore Community Centre

905.420.4623

1011 – 1015 Bayly Street
Pickering, ON L1W 1L3

This beautiful pine lodge overlooks Frenchman's Bay, and boasts a vast green space, perfect for photos or other types of outdoor fun. Often booked for family gatherings, Jack & Jill parties, weddings, events and more; West Shore Community Centre is the perfect location for your event. With a beautiful view and plenty of ambience, this private building features ample parking and a fully appointed kitchen with icemaker. This space can accommodate up to 150 people. *See the facility information chart for complete pricing.*

Petticoat Creek Community Centre

905.420.2370

470 Kingston Road West
Pickering, ON L1V 1A4

The beauty of The Petticoat Creek Community Centre is evident from the moment you enter the parking lot. The building is framed by the stunning landscape of 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. Petticoat Creeks Paris & Franklin rooms include set-up and feature a fully appointed kitchen and available chairs, tables and podium. The space can accommodate up to 150 people for social gatherings and 199 people for meetings and seminars. *See the facility information chart for complete pricing.*

RENTER RESPONSIBILITIES

1. Your rental **MUST BE PAID** in full at least three months prior to the event.
2. Upon your arrival to the facility, take a moment to introduce yourself to the staff member working.
3. Supervise **ALL** guests in attendance, especially children.
4. Prior to your event, check with facility bookings which items **ARE** provided and which **ARE NOT**. i.e. tables, chairs, soft drinks, ice, kitchen facilities etc.
5. Where applicable, submit your floor plan with all requirements 3 weeks in advance of your function

SET-UP AND 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 conditions of cleanliness in which it was found. Please note that clean-up and or damage charges may be levied to the Licensee.

Please remember to:

- Clean up all liquid and solid spills
- Clear all counters and sinks
- Empty and wipe spills in fridge and stove
- Place garbage into dumpster
- Recycled items should be separated from 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 and check with the on site staff person at the end of the event to ensure proper compliance of all of the above.

“The City of Pickering hereby 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 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 outside smoking area(s). It is recommended that you do not smoke within 10 feet of all entrance doors.

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 fire pull stations and fire extinguishers.
- Emergency phone is available. For all available pay phones, there is no charge for 911 calls.
- Make note of all fire exits.
- Do not block exits. All exits must be kept clear at all times

- Fire regulation clearance is 3'6" for all doors.
- Prior to start of 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 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 fire exit

DECORATING GUIDELINES

Helium Balloons are only permitted if pre-arranged by the facility supervisor or designate. If non-secured balloons do escape in the facility, the Licensee may be charged an additional fee.

Candle/Fire Usage: Candles are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container such as a hurricane glass. For questionable fire usage such as Ceremonial Fires, please contact 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 damageable devices to put decorations up on walls, tables, chairs, doors or window treatments. Masking tape or sticky tape is allowed but must be removed at the end of the event.

Facility Listings	Capacity	Available Ammenities												Rental Rates								
		Social Gathering	Seminar/Meeting	Full Kitchen	Kitchennette	Soft Drinks on Tap	Ice Maker	Podium	Microphone	Risers	Airconditioning	Round Tables	Chairs & Tables	Wheelchair Accessible	Included Set-up	Hourly Resident	Hourly Non-Resident	Event Resident	Event Non-Resident	Daytime Business Res.	Daytime Business Non-Res.	Sunday Resident
Pickering Recreation Complex															(League Rates Available for Arena Surface)							
Banquet Halls, East & West Salons	510	600	*		*	*	*	*	*	*	*	*	*	*	N/A	N/A	\$1,165	\$1,515	N/A	N/A	\$736	\$900
Banquet Halls East Salon	240	300	*		*	*	*	*	*	*	*	*	*	*	N/A	N/A	\$630	\$819	N/A	N/A	\$392	\$491
Banquet Halls West Salon	240	300	*		*	*	*	*	*	*	*	*	*	*	N/A	N/A	\$630	\$819	N/A	N/A	\$392	\$490
Meeting Rooms 1,2 & 3	100	100		*		*	*	*	*	*	*	*	*	*	\$63	\$84	\$412	\$515	\$189	\$257	N/A	N/A
Meeting Rooms (1 room)	30	30		*		*	*	*	*	*	*	*	*	*	\$30	\$43	\$155	\$200	\$97	\$132	N/A	N/A
Meeting Rooms (2 rooms)	50	50		*		*	*	*	*	*	*	*	*	*	\$43	\$60	\$252	\$343	\$132	\$161	N/A	N/A
O'Brien Rooms A&B	120	175	*			*	*	*	*	*	*	*	*	*	\$84	\$120	\$440	\$538	\$189	\$264	N/A	N/A
O'Brien Rooms A only	50	75	*			*	*	*	*	*	*	*	*	*	\$43	\$63	\$218	\$275	\$90	\$132	N/A	N/A
O'Brien Rooms B only	70	100				*	*	*	*	*	*	*	*	*	\$43	\$63	\$218	\$275	\$90	\$132	N/A	N/A
Arena Surfaces (May-Aug only)						*	*	*			*	*	*	\$77	\$77	\$1,666	\$1,666	N/A	N/A	N/A	N/A	
Don Beer Arena															(League Rates Available for Arena Surface)							
Meeting Room	199	199		*								*			\$50	\$55	\$491	\$600	\$171	\$241	\$347	\$473
Arena Surface	225	225													\$80	\$80	\$1,717	\$1,717	N/A	N/A	N/A	N/A
East Shore Community Centre																						
Meeting Rooms 2 & 4	112	112		*						*	*	*			N/A	N/A	\$231	\$315	N/A	N/A	N/A	N/A
Meeting Rooms 2 or 4	50	50								*	*	*			\$30	\$43	N/A	N/A	N/A	N/A	N/A	N/A
Gymnasium	200	240	*							*	*	*			\$41	\$53	\$491	\$600	N/A	N/A	N/A	N/A
Community Room	80	100								*	*	*			\$33	\$44	\$303	N/A	N/A	N/A	N/A	N/A
Petticoat Creek Community Centre															(Sunday Rates are Hourly)							
Paris & Franklin Rooms	150	199	*					*	*	*	*	*	*	\$80	\$114	\$654	\$851	\$171	\$258	\$654	\$850	
Russel Franklin Room	70	100						*	*	*	*	*	*	\$46	\$80	\$360	\$545	\$92	\$126	\$360	\$545	
Helen Paris Room	70	99	*					*	*	*	*	*	*	\$46	\$80	\$360	\$545	\$92	\$126	\$360	\$545	
West Shore Community Centre															(Daytime Business Rte is Daily)							
Community Centre	150	199	*			*				*	*	*	*	\$50	\$55	\$491	\$600	\$171	\$241	N/A	N/A	

* all prices subject to HST