

# JOHN A. GILLIES

## *Recreation Centre*

138 Sarah Street, E.  
Braeside, ON

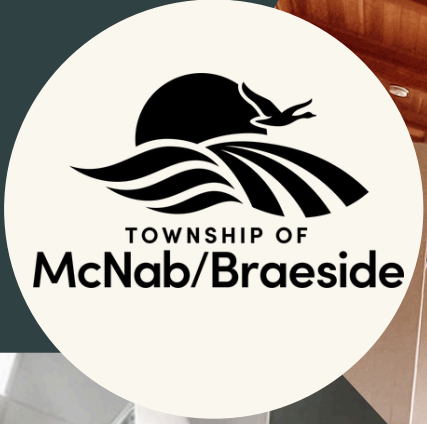


The perfect location for Small Weddings, Showers, Birthdays, Celebrations,  
Special Events, Conferences, Team Building and More!

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Bright Hall | Fully Stocked Kitchen  
Ball Diamond | Outdoor Rink | Park

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# HALL

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1350 sq. ft.

Can accommodate up to 150 guests (standing)

Includes use of chairs, 72" rectangular tables

65" Sanyo Smart TV - compatible with USB drive

# KITCHEN

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Fully stocked, certified commercial kitchen

Includes Pots and Pans, Kettle and Coffee Maker, Coffee Urns, Fridge and Freezer, Electric Stove and Oven, Microwave, Cooking Utensils, and More!

Inquire for full list.

[VIRTUAL TOUR](#)

HALL  
KITCHEN

	HALF DAY (up to 4 hours)	FULL DAY (5+ hours)
HALL	\$100 +HST	\$225 +HST
KITCHEN	\$25 +HST	\$50 +HST

# ADDITIONAL COSTS APPLICABLE TO ALL RENTALS

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## Security Deposit

A \$200 security deposit is required.

The Security Deposit will be refunded upon a clear post event inspection of the Facility by the Township.

## Insurance

The Licensee is required to produce and maintain, throughout the duration of the Rental Agreement, proof of sufficient liability insurance coverage.

Users are required to have a minimum of \$2 million liability with the Township listed as the co-insured.

Insurance can be added to your invoice, should you not have your own.

Fees vary based on number of attendees, and the nature of the activity.



### Intact Public Entities Facility User Rates \$2,000,000 Limits of Liability

Rates shown below are for your information only and do not include premium sales tax.

#### Non Sporting Events or Occasions

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

#### Rates/Premium

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400
201-500	\$8.00	\$150	\$200	\$40.00	\$350	\$700
501-1000	\$10.00	\$220	\$300	\$50.00	\$550	Refer
1001-1500	\$15.00	\$300	Refer	Refer	Refer	Refer
1501+	Refer	Refer	Refer	Refer	Refer	Refer

\*\* If hourly Rate exceeds the 1 Day rate, charge the 1 day rate.

\*Event: 1-2 Day Event Rates and 3-5 Day Event Rates are Per Event Rates and Not Per Day Rates.

E.g. An art event (alcohol) is being held for 2 days. It is estimated 500 people will attend over the 2 day period. The total charge would be: \$350.

\*Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.

E.g. 50 people rent a facility weekly to play bridge (no alcohol event). The Annual Charge would be: \$25 x 5 = \$125 Total Annual Premium

\*Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.

E.g. 250 people rent a hall monthly (alcohol event). The Annual Charge would be: \$350 x 3 = \$1,050 Total Annual Premium

## PAYMENT/CANCELLATION POLICY

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Your booking is secure, and your date is confirmed once the rental fee has been paid.

In the event of cancellation (before the 14 day period) you will be reimbursed minus a \$30 administrative fee.

## **SET UP & TEAR DOWN**

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Tables and chairs, as requested, will be left out for you.

It is the responsibility of the renter to prepare the hall for their event and to 'tear down' after. Tear down refers to folding tables, stacking chairs, removing all decorations added, garbage and personal belongings.

### **Included Furnishings**

20 72" rectangular tables (seats 4-6 people).

The number of tables the hall can accommodate will vary based on guests, equipment, and dance floor requirements.

110 chairs.

### **Kitchen Inclusions**

The kitchen is stocked with basics, pots, pans, plastic mixing bowls, kettle, coffee carafe, cooking utensils a microwave and refrigerator/freezer. There is an electric stoves with oven.

### **Exclusions**

Tableware, linens, decorations and serving ware are not provided. You are required to supply your own, serving dishes and specialty cooking items.

## **FOOD/BEVERAGES**

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### **Serving Food**

A Special Event Permit is required if you will be charging a fee for food at your event, or if the general public can sign up/attend your event. However, if people are personally invited (the event is not publicly advertised i.e. most birthday parties, weddings) and food is provided for free/included, it would be private event and not require a special event application. Proper dishwashing guidelines are posted above the sinks, please ensure that Township dishes meet these washing requirements.

[Click here for the Special Event Food Application Link](#)

### **Alcohol Policy / Provided by the Township**

Alcoholic beverages are not permitted on premises without prior approval of the Township of McNab/Braeside and a license duly issued under the provision of the Alcohol and Gaming commission of Ontario.

Under the liquor license of Ontario, you are obligated to have food available for the duration of the bar's operating hours; the Licensee is responsible to provide food options.

All alcohol must remain inside the building or designated areas.

The Township operates the cash bar in all circumstances. The Licensee is required to cover the cost of the bartender at a rate of \$30/ hour, 3-hour minimum.

All beverages consumed at the event must be purchased from the bar. This includes soda/pop, alcoholic beverages, juice and/or flavoured drinks in bottles or cans. Exceptions to this include only, water, tea, coffee, milk, and juice boxes.

### **Alcohol Policy / Provided by the Licensee**

You can apply for a Special Occasions Permit (SOP) to serve your own alcohol if it is provided for free/included for guests that you have personally invited (i.e., most birthday parties, open-bar wedding).

A SOP does not apply to an event that is publicly advertised.

A copy of the SOP will need to be provided to the Township 5 days prior to the event.

Should you wish to provide your own wine (for free) during food service, you must obtain a SOP and present this to the Township within 14 days of the event. Your wine must be given to the CAO/ Clerk or Recreation Director the business day prior to the event. A \$7 corkage fee per bottle will be invoiced to the licensee. 'Take Home the Rest' is applicable to store bought wine but does not apply to homemade wine.

[Click here for the Special Event Food Application Link](#)

## **RULES & REGULATIONS**

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Absolutely NO open flames (i.e candles)

No pins, tacks or tape (except for green painters' tape or masking tape) is permitted to be used on any surface of the Facility.

No rice, glitter, or confetti of any kind is permitted inside or outside of the Facility.

The Facility is designated as a non-smoking area and therefore, smoking is strictly prohibited at the Facility and any other part of the premises related thereto, including without limitation, the parking lot.

Games of chance, lottery or gambling shall only be permitted with proof of licensing, as may be required by the municipality, province or any other governing body, including without limitation, the Alcohol and Gaming Commission of Ontario, and must be approved by the Township, in its sole and unfettered discretion, in advance of granting of any license for use of the Facility.



Thank you for your interest in the John A. Gillies Recreation Centre.  
For any questions, or to book, please contact Valerie.  
valerie@mcnabbraeside.com | (613) 623-5756 x232