

The Prince of Wales Cultural and Recreation Centre Event Rental Guide 2020



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Event Rental Procedures

Security/Damage Deposits:

A \$250.00 security deposit is required for all facility bookings over \$300.00. The deposit must be received within 14 days of the initial booking to secure the date. Dates not secured with a deposit within the 14 days are considered tentative. "Tentative" bookings are not contractual and The Prince of Wales Cultural and Recreation Centre reserves the right to cancel without notification.

A separate security/damage deposit of \$250.00 is required for kitchen rentals. *** Please inform your caterer of POW kitchen rental deposit and fees***

Cancellations:

Bookings that are cancelled 30+ days prior to the date the event is to take place will have their full deposit refunded.

Bookings that are cancelled between 15 and 30 days before the event will have 50% of their deposit refunded.

Bookings which are not cancelled or are cancelled with less than 15 days-notice, shall have the entire deposit forfeited to the Prince of Wales Cultural and Recreation Centre.

Rentals:

Private event rental fees must be paid not less than 14 days prior to the event unless prior arrangements have been made. The Renter may not be granted access to the venue until the fee has been paid. Company event rental fees must be paid within 30 days of the end of event.

If a cheque is returned to us for non-payment (also called an NSF or dishonoured cheque), there will be automatic administration fee of \$25.00.

The renter may set up or decorate the Centre prior to the rental period providing there is no conflict with another rental and staff is scheduled to work (unless prior arrangements have been made.)

Posters, notes, or decorations are not to be taped, stapled or tacked on any walls. 3M hooks can be used to hang items on the walls. Also, the use of any type of tape (other than specialized floor tape) or the use of markers on any floors, whether erasable or not, is *absolutely* prohibited within the POW. No candles or confetti are allowed on the premises. Helium balloons are permitted **ONLY in the upper lounge, lower lounge, and boardroom rentals. No chewing gum allowed at candy table/stations. No fog machines allowed.**

Due to fire safety regulations, tables, or any other items, *must* be set-up at least 3 meters away from emergency exit doors. There must be at least a 2-meter space left between guest tables and the wall. If using rectangular guest tables, a 1.5-meter aisle must be left between every 2 guest tables. Stairwells must be left unobstructed *at all times*. The Inside doors *cannot* be left propped open during events. Room capacities *cannot* exceed the maximums set.

The renter is responsible for all special licenses, permits and insurance where required. All Renters with alcohol present at events held in the Auditorium or curling ice surface area must purchase PAL (Party

Alcohol Liability.) *Liquor consumption within the POW is also prohibited during event set-up/decorating unless stated on your liquor license.*

The POW shall be closed to the public and vacated no later than 3:00am after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional late fee of \$100.00 + GST. ****Renters MUST comply with all liquor license terms and conditions****

Rental times must be adhered to, with no exceptions, and must include any set-up and/or clean-up time required. If booking rental times go over the time specified in the contract, renters will be charged accordingly

POW Room Dimensions

Auditorium (from main east entrance to the Stage front)	98' X 61'
Stage	32.5' X 40'
Curling Ice Surface	55' X 150'

**** Room capacity differs for banquet and theatre style setups, as well and type of tables being used****

Auditorium capacity: 350 people with round tables and a dance floor.

400 people with rectangular tables and a dance floor.

*****If Max capacity is reached, there is a maximum number of specialty tables allowed (ex gift table, cake table etc.) Inquire for further details**

****Contact POW Management for maximum capacity information on other event set-ups other than those listed above****

POW Table/Chair Information

Quantity:	Size/Type:	Number of People Per Table:
36	5 Ft. Round/Plastic	6-8
6	8 Ft. Round/Plastic	8-10
38	8 Ft. Rectangular/Plastic (8ft x 30" wide X 29' high) beige	6-8
8	8 Ft. Rectangular/Plastic (8ft x 30" wide X 29' high)) grey	6-8
21	8 Ft. Rectangular/Plastic (8ft x 30" wide X 29' high)) white	6-8
13	8 Ft. Rectangular/Wood	6-8

4	6 Ft Rectangular/wood	6
1	4 Ft. Rectangular/Plastic	2
1	Square/Wood table (3.5ft x 3.5 ft)	
3	Square/wood tables (2ft x 2ft)	
533	Chairs (dark blue fabric)	
80	Plastic Chairs (varying colors)	
8	8' X 4' Risers	16 people maximum for head table set-up on risers
2	Portable bars	
12	Dividers	

Rental Items Available

- ❖ The rental of any room in the Prince of Wales Cultural and Recreation Centre includes the use of POW tables and chairs.
- ❖ The rental of the Auditorium or the Curling Rink also includes the use of the wired microphone system. Wireless microphones can be rented at an extra cost.
- ❖ A full kitchen rental includes all kitchen equipment, cups, plates, saucers, wine glasses, cutlery, coffee urns, etc., as well as the use of the walk-in cooler, access to the ice machine and cleaning supplies. ****PLEASE NOTE: The POW does *not* provide kitchen knives – caterers/renters are required to bring their own knife set****
- ❖ Kitchen rental for Midnight Lunches *only* includes the use of walk-in-cooler for food storage and countertops to prepare food

******* (No other kitchen access or access to POW kitchen equipment and/or supplies.)**

The following items may also be rented from the POW

Tablecloths: \$4.00/table cloth (table cloths up to a set amount are included in event “package” prices)

Tablecloth Colours Available but select colors limited to size and amount: Black or White. Other possible colours available: Red, Navy, Navy blue, Ivory, Burgundy, Forrest Green, Burgundy, Sandalwood, Pink, Brown, Gold

Napkins: \$0.25/napkin (napkins are *not* included in event “package” prices)

Napkin Colours Available: Black, White, Royal Blue, Navy Blue, Sandalwood, Red, Burgundy, Mint Green(seafoam), Forrest Green, Kelly Green, Ivory, Purple(limited), Pink, Teal, Gold(limited), Brown, Gray.

****LINENS MUST BE ORDERED AT LEAST 30 DAYS IN ADVANCE OF THE EVENT TO ENSURE AVAILABILITY****

Bar Jiggers	\$25.00 for a set of 5
Projector	\$50.00 (HDMI/USB ready)
Portable Sound System	\$75.00

****Prices are Subject to Change without Notice. GST will be added to the above rates****

FACILITY CLEAN-UP

Renters are responsible for set-up & clean-up of the Auditorium, unless prior arrangements have been made. For your convenience, a *Standard Clean Up/Set Up* is offered through the POW for an additional fee of \$200 + GST for the Auditorium

Standard Clean Up/Set Up is already included in the price of Auditorium Event Packages

Included in Set up/Clean up the Staff:

- Takes tablecloths off tables
- Cleans and put away chairs, tables, and risers
- Sweeps and mops the floors

The Renter is responsible for the following:

- Removing decorations and any and all items brought into the facility by the renter
- Clearing off tables (garbage, glasses, dinnerware, etc.)
- Disposing garbage and recycling to the outside bins
- Leaving the kitchen in the condition it was found

IMPORTANT NOTICE:

POW Staff Members are not responsible for cleaning any extraneous messes which pose a health hazard (i.e. blood, vomit, urine, feces, etc.). The clean-up of these messes, should they

occur, remain the sole responsibility of the Facility Renters and must be done immediately and to the satisfaction of Building Staff.

****Clean-up must be done immediately following your event unless you have rented the Facility for the following day****

Any clean up not done to the satisfaction of the Building Staff will result in extra charges being billed to the Renter, or having the charges deducted from the Deposit. *Cleaning the facility, the day after an event needs to be arranged and paid for in advance.* Please Note: If you are hiring an outside group to clean up following your event, it is still your responsibility to ensure it is done properly. Any charges for extra cleaning will be billed to the Renter.

Important Reminders

The following page includes some tips and reminders when planning your function.

- ❖ For large events such as cabarets, weddings or anniversaries, it is best to have a dependable “Clean-up Crew” arranged prior to your function (see the POW Facility Cleaning Checklist for full details on what is required.)
- ❖ It is the responsibility of the Renter to ensure that alcohol consumption be limited to the venue rented and only during the times stated on your Liquor Permit. Drinking alcohol in other parts of the building (i.e. common areas, bathrooms) is strictly prohibited.

Please note that when confirming your facility rental:

- POW staff will need to know your event set-up requirements no less than 7 days prior to the event date (if this option has been selected at the time of booking.)
 - POW staff will need to know the number, and type, of table cloths you require **at least 30 days in advance** of your event to ensure availability
 - A walk-through time must be scheduled to go over the lock up instructions for the building and other important information required when renting the Facility. This walk through will include key sign-out and return information.
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- ❖ As the building is not necessarily staffed for event set-up or decorating, facility renters are required to arrange these times in advance with POW Management.

If arrangements can't be made around the existing staff schedule and/or other facility rentals, regular facility charges will apply.

- ❖ Extensive set-up or rehearsals requiring extra use of the facility will need to be arranged in advance. Regular facility charges will apply.
- ❖ If your function goes over the booking time outlined in you contract, you will be charged accordingly.
- ❖ Staff is not on site outside of regular building operating hours (Monday-Friday from 8am to 4pm.) Staff will provide the Renter with a telephone number to call in case of an **emergency**. Any non-emergency related calls to building staff will result in a \$20 call out fee. Please ensure that you've made arrangements to let any individuals or groups working/volunteering at your event (bartenders, DJ etc.) into the building to avoid unnecessary call outs to building staff.