

**PRESCOTT**  
EST 1784  
THE FORT TOWN  
LEO BOIVIN  
COMMUNITY CENTRE

## Rates

\$50 per hour where spectators are not present

\$75 per hour where spectators are present

\$625 per day for all day/multi-day events

\* Additional surcharges for last minute bookings, kitchen use, serving alcohol, and music use

## Guidelines & Policies

- Bookings will be done in one-hour blocks; each booking must consist of 60 minutes or more. Setup and tear down time must be included in booking, at non-spectator rate. Rentals are available between 7 a.m. and 12 a.m.
- Bookings must be completed 72 hours in advance of the rental; a surcharge of \$25 will be applied to last minute rentals.
- Usage of the entire building is included with rental (lobby and concrete pad). No user groups or participants will be permitted on the second floor of the facility.
- Access to the kitchen or first aid room can be granted, by request. A surcharge of \$50 will apply for kitchen usage. Kitchen usage includes only use of the space and refrigerator access; any equipment which may be on-site may not be operated by the user group.
- One staff member will be on site throughout rental period; it will be at the discretion of the municipality where additional staff are needed.
- There will be no storage of equipment or programming materials on-site.
- User groups are permitted to mark court lines with chalk or non-marking tape; no physical alterations to the facility will be permitted.
- The condition of the building at the start of the rental must be maintained at the conclusion of the rental; in the incident of damage, users will be billed for the efforts required to bring the facility back to previous standards.

**PRESCOTT**  
EST 1784  
THE FORT TOWN  
**LEO BOIVIN**  
**COMMUNITY CENTRE**

- The municipality will work with user groups toward licensed events, however will not engage in facilitating or running a bar. A surcharge of \$150 will be applied to bookings where alcohol will be served. No alcohol is permitted in the tiered seating, and all standard practices outlined by the Alcohol and Gaming Commission of Ontario must be observed. Renters must purchase their own additional Party Alcohol Liability Insurance, and provide their own security on site during the event.
- Any users who intend to play music as part of their rental may be subject to additional fees, based on legislated tariffs outlined by SOCAN and Re: Sound:
  - SOCAN  
Tariff 8 - Receptions, conventions, assemblies, and fashion shows  
With Dancing: \$187.55 + HST  
Without Dancing: \$93.78 + HST
  - Re:Sound  
Tariff 6.B - Use of Music to Accompany Physical Activities  
Background Use - \$2 per rental surcharge  
Tariff 5.B - Use of Music During Live Events (i.e., Receptions, Weddings, Conventions, Assemblies and Fashion Shows)  
With Dancing: \$78.66 + HST  
Without Dancing: \$39.33 + HST
- All renters must provide proof of liability insurance, with \$2M coverage.
- Please note that the facility is minimally heated, and is not air conditioned, and that the washrooms are not considered wheelchair accessible. Accessible portable washrooms can be accommodated outdoors, at the expense of the renter.

## Facility Rental Checklist

- I have read and understand the conditions of use
- I have provided proof of liability insurance with \$2M coverage
- I understand that if I plan to host an event and serve alcohol, there are a number of steps that I must follow
- I understand that there is no smoking or vaping permitted inside or within 9m of the facility

## Facility Rental Confirmations

*Please confirm the following 2 weeks before the event*

- Would you like to meet with a staff member to discuss set-up or other requirements?
- Will you require tables or chairs?
- Do you require assistance with set up?
- Will you be playing music as part of your rental?
- Will you be bringing outside food into the site?
- What is the estimated attendance at your event?

## Serving Alcohol Conditions & Guidelines

*If you intend on serving alcohol at your event, please review the following considerations, and confirm compliance when booking*

- Special Occasion Permits
  - Applications for Special Occasion Permits are issued and processed through the Alcohol and Gaming Commission of Ontario (AGCO). Applications can be downloaded from the AGCO website at [www.agco.on.ca](http://www.agco.on.ca).
  - The person named on the Special Occasion Permit must be the same person creating the facility booking.

- Safety & Security
  - Door monitors/security will be required for all events serving alcohol.
  - As per AGCO requirements, bags may need to be checked at the door. No outside alcohol is permitted inside the licensed area. No served alcohol may go outdoors.
  - No access to tiered seating (bleachers) may be granted.
  - Consideration should be given to a safe transportation plan, which could include but not be limited to: provision of free non-alcoholic drinks for designated drivers, arranging alternate transportation such as taxi or shuttle bus, arranging to call a friend or taxi for intoxicated drivers, and if necessary, preparedness to call police to apprehend an impaired driver.
- Staffing and Servers
  - All bar servers must be trained servers (i.e. Smart Serve training). Smart Serve Training is offered by the AGCO, and several local employment and education service centres.
  - In addition to having trained bar servers, you will be required to have at least one of the event workers in the following categories: door monitor, ticket seller, floor monitor, and floor supervisor.
  - In order to ensure a safe event, the person in charge of the event and all event workers must refrain from consuming alcohol during the event.
  - It is the responsibility of the person in charge of the event to ensure that all of the event workers have proper identification and that they wear it throughout the entire event.
- Insurance Coverage
  - Proof of insurance must be provided 14 days prior to the event
- Compliance
  - If your event is not in compliance with any of the policies and rules, there is a risk that your event could be cancelled either before or during the event.