

LINWOOD RECREATION COMPLEX

FACT SHEET

Information effective July 2011

Rental Rates

Lions Den or Small Hall (capacity 120)	Full Day = \$216.33	Hourly = \$36.85**
Large Hall (capacity 280)	Full Day = \$432.67	Hourly = \$49.92**
Combined Both Halls (capacity 400)	Full Day = \$494.47	Hourly = \$86.77**

Book and Extra Day (for set-up or clean-up) = \$61.81/ day

Damage Deposit = \$250.00 – refunded after event if no damage is done, clean up is completed and account is paid in full.

** **Hourly Rate only available** on hall rentals of four hours or less (including set up and clean up) and where no alcohol is served.

Optional Fee

- Dish Rental (flat rate) = \$42.78 – even if the dishes are not rented the kitchen and appliances can be used. The coffee percolators are considered an appliance.

Alcohol Related

- If alcohol will be served the rental group must purchase the Special Occasions Permit (S.O.P.) – Liquor License. *Proof of permit must be provided prior to picking up keys for the rental.*
- If alcohol will be served a minimum of \$1 Million Liability Insurance must be purchased. *Proof of insurance must be provided prior to picking up keys for the rental.*

Keys will NOT be released if proof of insurance and liquor permit documents are not presented

Mandatory Fee

Two Bartenders = \$11.00 / hour each. You may select the start time.

Optional Fee

Corkage (ice, cups, and mix- OJ & pop) = \$16.57/ 40 oz of alcohol consumed. If you would prefer to supply the items yourself they must be a Pepsi Product. A list of acceptable products can be provided.

Beer must be served in plastic cups

Hall Information

Address: 5279 Ament Line, Linwood Ontario.

- Tables = 8 foot and 6 foot folding tables (15 of rectangle tables) 45 round tables
- Chairs = Black stacking chairs
- Stage = 6 Risers (8'x4'x10")
- Podium
- Coat Rack in the Lobby
- h/c accessible washrooms
- Approximate Room Sizes
 - ↳ Large Hall 60 feet by 60 feet (wooden dance floor 35 feet by 22 feet)

- ↳ Lions Den 42 feet x 29 feet
- ↳ Ceiling Height = 12 feet (peak over dance floor rises to 14 feet)

Kitchen Facilities

Walk in Cooler

Fridge

Upright Freezer

2 – 100 cup Coffee Percolators

1 – 50 cup Coffee Percolator

Double for Food Prep

Triple Sink for Washing Dishes

1 Microwave

24 inch Griddle

8 gas elements

3 double ovens

Deep Fryer

Commercial Dishwasher

4 Serving Carts

- 400 White Dishes on rolling cars; place settings includes a dinner plate, salad plate, juice glass, mug, knife, fork, spoon.
- There is a mixed variety of other items such as; bread baskets, water/juice pitchers, serving platters & bowls, serving utensils, coffee carafes, cream & sugar, veggie & pickle trays, flower vases, gravy pitcher, salt & pepper shakers.

Bar Facilities

Drink Cooler off the walk in cooler

Chest Freezer

Double Sink

Rolling Service Counter Door Opening to Large Hall

Pepsi products on Tap

If you have any questions and would like to arrange to see the facility, or to check on availability please contact Pat, Recreation Facilities Coordinator at your convenience at (p) 519 699-9369 or email psnyder@township.wellelsej.on.ca (Business hours are 9:00am to 4:30pm Monday through Friday).