

WELLESLEY COMMUNITY CENTRE

FACT SHEET

Rates effective July 2011

Rental Rates

- Large Hall Full Day = \$432.67
- Small Hall Full Day= \$216.33
- Hourly Rate = \$49.92 – Hourly Rate only available on hall rentals of four hours or less (including set up and clean up) and where no alcohol is served.
- 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.

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.

Hall Information

Address: 1000 Maple Leaf Street, Wellesley Ontario.

- Capacity = 325
- Tables = 11 of the 8 ft folding tables, 40 round tables (6-8 people sit comfortably)
- Chairs = stacking chairs
- Large Raised Built In Stage
- Microphone on a PA system, but not a stereo system
- Podium
- Ceiling Height = 12 feet
- Coat Rack in the Lobby
- h/c accessible washrooms

Approximate Room Sizes:

- ↳ Large Hall 43 feet by 62 feet
- ↳ Small Hall 41 feet x 37 feet ??? smaller now due to renovations – capacity is most likely less maybe 80 people?? will have to get Fire Chief to inspect it

Kitchen Facilities

Walk in Cooler	12 gas elements & 2 ovens
Large Cooler / Fridge	Chest freezer
4 – 100 cup Coffee Percolators	Commercial Dishwasher
1 Microwave	Serving Carts
3 sinks	

- 325 White Dishes; place settings includes a dinner plate, pie plate, water glass, juice glass, cup & saucer, knife, fork, spoon.
- There is a mixed variety of other items such as; bread baskets, water/juice pitchers, serving platters & bowls, cream & sugar, veggie & pickle trays, flower vases, gravy pitchers, salad bowls, salt & pepper shakers..

Bar Facilities

3 sinks
Drink Cooler
Rolling Doors Open to both halls

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.wellelsey.on.ca (Business hours are 9:00am to 4:30pm Monday through Friday).