

Facility Rental Guide

2024



brockton.ca/communityhallsandspaces


Brockton
Come home to community

Need a space to host an event?

Brockton has a number spaces to suit any event!

Please take the time to review this package as it contains important information in regards to Municipality of Brockton policies and procedures pertaining to facility rentals.

To inquire about facility availability please contact Brockton Parks and Recreation Department.
290 Durham Street West,
Walkerton, ON
Email: recreation@brockton.ca
Call: 519-881-0625 ext. 200



Application Process

1. Review the Facility Rental Guide.
2. Complete a Facility Rental Application (see Appendix A).
Please include all pertinent information about your event (Is the event licensed? Stage requirements, decorating needs, entertainment plans, etc.)
3. Send your completed application to the Brockton Parks & Recreation Department by:

Email: recreation@brockton.ca

In-Person:

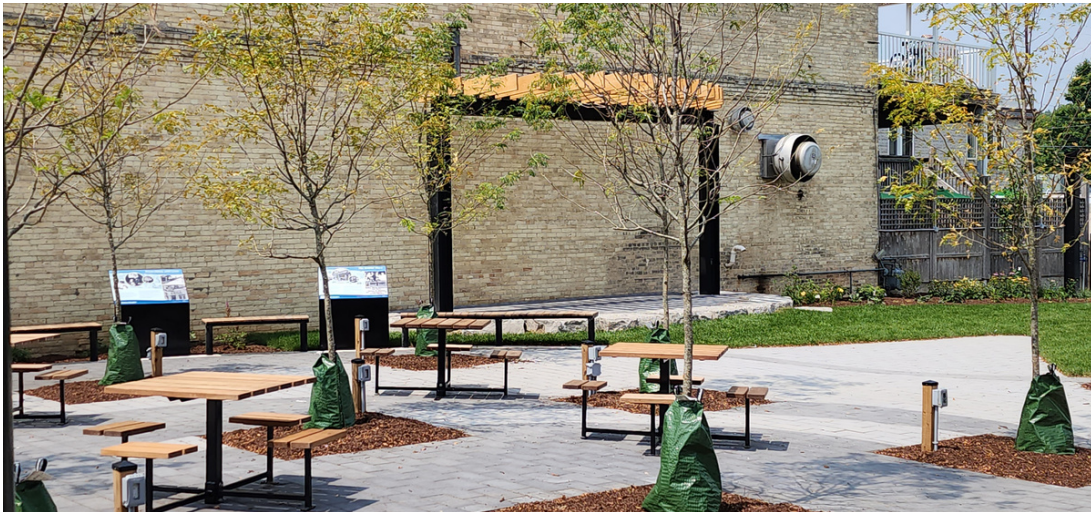
290 Durham Street West
Walkerton, ON

Mail To:

P.O. Box 850
290 Durham Street West
Walkerton, ON
N0G 2V0

Payment

- At the time of booking a \$100 non-refundable security deposit is required for all bookings.
- Full balance is due two weeks prior to the event.
- If bartenders/security are required as per Brockton's Municipal Alcohol Management Policy, By-Law 2023-051 (see Appendix C) they will be billed following the event.
- All fees are subject to change in accordance with the Municipality of Brockton's Fees and Charges By-Law. Please see facility and associated fees chart (appendix B).



Cancellations

- Cancellations made more than 14 days prior to the event will be refunded any payments, minus the \$100 non-refundable security deposit.
- All bookings made within 14 calendar days of the event will not be eligible for a refund or account credit.

Termination of Agreement

- Rentals are subject to termination by the Municipality of Brockton in unforeseen circumstances or facility closures. Refunds will be provided, however, no further compensation will be provided.
- Rentals are subject to termination from the Municipality of Brockton if the terms and conditions of the rental agreement are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

Events

- For events with alcohol, a Special Occasion Permit is required, please contact the Alcohol and Gaming Commission of Ontario for more details @ www.agco.ca or call 1-800-522-2876.
- For events with gaming and raffles, a Lottery License is required, please contact the Municipality of Brockton's Clerk's Office 519-881-2223.
- For more information on events with alcohol or lotteries visit the Alcohol and Gaming Commission of Ontario @ www.agco.ca or call 1-800-522-2876.

It is the renters responsibility to know and follow all regulations set by the Alcohol and Gaming Commission of Ontario.

Events Serving Food

Renters are responsible for registering with Public Health Grey Bruce for all events serving food and abiding by all Public Health Regulations. For more information please visit:

www.publichealthgreybruce.on.ca

or contact Public Health Grey Bruce at
publichealth@publichealthgreybruce.on.ca
519-376-9420 or 1-800-263-3456



Important Information

- For events with alcohol, a Special Occasion Permit is required, please contact the Alcohol and Gaming Commission of Ontario for more details @ www.agco.ca or call 1-800-522-2876.
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- For more information on events with alcohol or lotteries visit the Alcohol and Gaming Commission of Ontario @ www.agco.ca or call 1-800-522-2876.

It is the renters responsibility to know and follow all regulations set by the Alcohol and Gaming Commission of Ontario.



Events with Alcohol

The sale and/or consumption of alcoholic beverages without a Special Occasion Permit or required insurance is strictly forbidden at all facilities and park locations owned and/or controlled by the Municipality of Brockton.

- The rental party of the Municipality of Brockton facilities must be nineteen (19) years of age or older to obtain a Special Occasion Permit (SOP) for the provision of alcohol.
- Failure to comply with the L.L.B.O regulation, Brockton's Municipal Alcohol Management Policy By-Law 2023-051 (see Appendix C) will result in the immediate cancellation of the rental and notification to the proper authorities.
- The Special Occasion Permit must be submitted to the Parks & Recreation Department two weeks prior to the rental date.
- The Municipality will schedule bartenders and security as per the Municipal Alcohol Management Policy, By-Law 2023-051 (see Appendix C).
- Bartenders and security cost will be covered by the rental party, and will be billed following the event.

Events with Alcohol - Insurance Requirements

Alcohol beverages being served

The Municipality requires the rental party to provide proof of insurance 2 weeks prior to the date of the scheduled event.

Certificate of Insurance

The renting party must provide a copy of the Certificate of Insurance completed by the insurer or its authorized representative including the following information.

- Name, address and telephone number of insured
- Location and activity of the names insured for which the certificate is issued.
- Description of coverage detailing type of insurances (must include liquor liability), policy number, effective date, expiry date, and limit of liability. A minimum of \$5 million liability is required for all events.
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality).
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured.
- Notice of cancellation or reduction on coverage as outlined on the certificate must be provided to the Municipality within 30 days.

Events without Alcohol - Insurance Requirements

Certificate of Insurance

The renting party must provide a copy of the Certificate of Insurance completed by the insurer or its authorized representative including the following information.

- Name, address and telephone number of insured.
- Location and activity of the names insured for which the certificate is issued.
- Description of coverage detailing type of insurances, including policy number, effective date, expiry date, and limit of liability. A minimum of \$5 million liability is required for all events.
- Name, address and telephone number of insurance company writing each policy (must be an accredited insurance company and licensed to carry on business in Ontario and is satisfactory to the Municipality).
- All certificates confirming liability insurance must add the Municipality of Brockton as an additional insured.
- Notice of cancellation or reduction on coverage as outlined on the certificate must be provided to the Municipality within 30 days.
- For non-alcohol event you may be able to purchase your insurance through the Municipality of Brockton, for details please contact the Parks and Recreation Office at 519-881-0625.

Entandem Fees

When any type of music or dancing occurs within a Municipality of Brockton facility, the Municipality is required to remit a Entandem Fee on your behalf. This tariff is added to your rental contract. For information about Entandem, please visit: www.socan.ca

- Entandem Tariffs (music licensing fee) - cost recovery

Supervision of Space

The renting party is responsible for ensuring appropriate supervision of space including:

- Recommendation to have at least one adult present for every 10 children for every room used/rented.
- Activities conducted are safe and equipment is used safely and as per its intended use.

The Municipality of Brockton staff retain the right to enter the rented space at any time. Rental party and attendees are required to follow direction provided by the Municipality of Brockton staff or designate at all times.

Set-Up & Clean-Up

- Include set-up and take down times within the rental times permitted. Extra fees will be applied if rental occurs outside of the permitted times or goes past rental agreement.
- REVISED: Set-up and take down discounted fee of \$100 is applicable day prior and day after your rental hours. Major events are at the discretion of the Director of Community Services.
- Recreation staff will set-up tables and chairs, provided a diagram of the layout is submitted 72 hours prior to the function. Diagrams are available at the Parks and Recreation office.
- Do not use tacks or any other instruments that will damage walls, tables, chairs or window treatments. Any tape used to decorate the halls must NOT leave a residue once your decorations are removed. Painters tape is recommended.
- Rental party is responsible for all clean-up of any decorations, wrapping, spills, or outside equipment brought into the space. Cleaning supplies will be provided.
- It is the rental parties responsibility to ensure that all belongings are removed from the facility at the end of the rental.

Private Events

- A private event is limited to invited guests and may not be publicly advertised, or have intent to gain/profit from the sale of liquor. Examples include stag and does, wedding receptions, family reunions, anniversary and birthday parties.
- All private events are required to follow the Municipal Alcohol Management Policy By-Law 2023-051 (see Appendix C).
- A Special Occasion Permit (SOP) for a "private event" is required.
- For all private events, a guest list must be provided to the Parks & Recreation Department prior to the event.
- Checklist Agreement for Licensed Events (Appendix B of Municipal Alcohol Policy) must be submitted two weeks prior to the event.
- Private events must use Municipal bartenders and security guards in accordance with the Municipal Alcohol Policy By-law 2023-051 (see Appendix C).
- Alcohol cannot be used as a prize.

Private Events Cont'd

Lottery Licensing

Lottery licenses are not available for private events, including Stag & Doe's.

As per the Alcohol and Gaming Commission of Ontario:

- Games of luck, such as draws, raffles and 50/50's are **not permitted** without a lottery license.
- Silent Auctions are **permitted** without a lottery license
- Games of skill, bean bag toss, cornhole, etc. are **permitted** without a lottery license.
- It is the renters responsibility to ensure they are in compliance with the Alcohol and Gaming Commission of Ontario.

Facility Use Guidelines

The following uses are not permitted within the Municipality of Brockton's rental spaces:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party.
- Amplified sound or activities which can be heard outside of the permitted space unless prior council approval.
- Cooking food unless renting Walkerton Community Centre kitchen or Cargill Community Centre kitchen.
- Attendance which exceeds the posted room capacities or capacity with tables.
- It is the renting party's responsibility to register events serving food with the Health Unit.
- Smoking or vaping is not permitted in any Municipality of Brockton's Facilities. All facilities are designated Non-Smoking (Smoke-Free Ontario Act's Ontario Regulation 48/06). Smoking is prohibited during all seasons at all outdoor playgrounds, sports fields and open public spaces within 20 meters of the property line.
- Activities which harass, discriminate or create an unsafe space as per RZone Respect and Responsibility Policy for the Municipality of Brockton By-Law 2023-054. (see Appendix D).

Facility Use Guidelines Cont'd

- Open flames are not permitted in Municipal facilities except candles used on a cake (birthday).
- No throwing confetti or rice is permitted on municipal property.
- Fire exits must be kept from obstruction in case of an emergency at all times.
- No use of ladders except by trained Municipal Personnel or a certified/insured company.
- The Community Services Department reserves the right to terminate contracts, prosecute actions, suspend, or otherwise penalize any renter or their representatives when the Department judges them guilty of willful damage, misconduct or violation of established rules or regulations. The renter, their agents, licensees, or invitees, shall be fully responsible and liable to compensate the Department for any willful or negligent damage done to the property of the Department whether to the structure, fixtures, or goods and equipment.



Bradley Community Centre

1682 Sideroad 5

Cargill, ON

This red brick school house is ideal for family functions, celebrations and birthday parties. The one acre lot is perfect for family picnics and parties with its jungle gym and large lawn for games.

- Capacity 60 people
- Games room
 - pool table/air hockey
- Kitchen
- Playground equipment



Cargill Community Centre

999 Greenock-Brant Townline

Cargill, ON

Located on the banks of the Teeswater River, the Cargill Community Centre has hosted numerous large scale events.

- Capacity
 - Hall 500 people
 - Meeting Room 108 people
- Kitchen
- Bar
- WIFI
- Smart TV in meeting room



Elmwood Community Centre

138 Concession Road 10

Elmwood, ON

Located along the boundary between the Municipalities of Brockton and West Grey, the Elmwood Community Centre is an accessible facility that is capable of hosting a variety of events, including weddings, conferences, and family gatherings.

Upper Level

- Capacity 150 people
- Kitchen
- Bar
- WIFI

Lower Level

- Capacity 150 people
- Banquet and meeting hall
- Kitchen
- WIFI

Capacity entire building 300 people



Walkerton Community Centre

290 Durham St W

Walkerton, ON

Located within walking distance of downtown Walkerton and Lobies Campground the Walkerton Community Centre is home to a reception auditorium and ice rink.

- Capacity
 - Hall - 269
 - Ice Surface - 715
 - Arena Seating area - 726
 - Arena Lobby - 76
- WIFI
- Kitchen
- Projector screen



Walkerton Public Library

249 Durham St E

Walkerton, ON

Municipally owned, the Walkerton Public Library boasts two meeting rooms on the lower level. Used for a number of meetings, baby showers, art shows and cards.

- Capacity
 - Gallery - 131
 - Hall - 106
- WIFI
- Kitchen in Hall
- Projector screen in Gallery

