



Port McNicoll Community Centre

Our Port McNicoll Community Centre is located at

560 Seventh Avenue

Port McNicoll, ON

Port McNicoll Community Centre Can Be Rented for Various Events

ALL FEES BELOW CAN BE FOUND IN SCHEDULE "A"

TO BY-LAW 2021-66;

TOWNSHIP OF TAY FEES AND SERVICE CHARGES

All fees are Plus HST, where applicable

Private Recreation (such as floor hockey or pickle ball)

Private Recreation	Adult, Youth or Senior	
	Port McNicoll Community Centre	weekday \$15.00/ 3 hours weekend \$30.00/ 3 hours
Private Recreation with Admission	Public shows in which tickets or admission is charged/collected - Based on a 5 hour booking, additional time charged on a pro-rated basis	
	Port McNicoll Community Centre	\$75.00 weekday \$150.00 weekend

Meeting Room Rental

Meeting Room not hosted by Township organization	Port McNicoll Community Centre	\$20.00
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Community Meeting

Community Meetings not hosted by Township organization	Port McNicoll Community Centre	\$15.00
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Private Function with alcohol	Weddings, receptions, Jack & Jill's, etc.	
	Port McNicoll Community Centre	\$200.00
Private Function without alcohol	Children's Birthday, Christmas Party, Anniversary Showers	
	Port McNicoll Community Centre	weekdays \$50.00 weekends (Fri-Sun) \$100.00

TAY TOWNSHIP DOES NOT PROVIDE SERVING OR BARTENDING STAFF

- *The fee for an event rental at our Port McNicoll Community Centre **with** alcohol is \$200.00 + HST, plus a refundable \$200 security deposit for a total of \$426.00, payable by cash, debit or cheque,*
- *The cost for an event at our Port McNicoll Community Centre **without** alcohol on weekends is \$100.00 + HST + a \$50 refunded key deposit*



If you would like Tay Township to complete your booking and hold a venue for you,

Please contact recreation@tay.ca with your

- **Requested Date (Including hours of event)**
- **Township Facility (Identify which centre)**
- **Full Name**
- **Email**
- **Phone Number**
- **Home Address (deposit will be returned via mail to this address)**
- **Type of event (with or without alcohol)**

Emailing your request does NOT guarantee you an event space booking.

Upon receiving your request, the event is only confirmed via rental contract which will be sent via email as confirmation.

FREQUENTLY ASKED QUESTIONS

PLEASE REVIEW:

Tay Township does not require payment to be made right away.

We do not require any deposit and payments to be made immediately to hold the space- please do not rush into pay, as we do not need anything to hold your event rental.

You do not need to electronically sign your contract, you or a member from your party may sign the attached in person while making payment.

You are welcome to make the payment at your earliest convenience if you wish (this can be done the same day you pick up your keys)- we accept debit, cheque, or cash.

No credit card payments are accepted at this time.

Most common questions are answered in the brochure, if you wish to visit the centre beforehand to measure or take another look, you are welcome to do so.

As our office hours are 8:30-4:30pm Monday- Friday, if you need to send someone else to make payment/ pick up the keys, we understand and are happy to accommodate.

The Centre is included in your rental from 5:00pm Friday and includes Sunday until 12 pm as well at no charge:

The centre is yours for these times to decorate and clean up both before and after your event. We just ask you do not enter any earlier on the Friday, as our staff will be in there, and do not enter beyond 12pm on the Sunday, as this is the final hour included with your rental and the space is utilized by community groups beyond this cut off.

The keys will be provided to you the Friday before your event, if you are unable to pick your keys up, you can send someone in your place. We do not need confirmation of who is coming, or written details, they just inform us of their party name and event while in our office, and we process it accordingly.

The fees owing are totalled in the Contract provided plus the \$200.00/\$50.00 (alcoholic event & non-alcoholic) refundable security deposit for the centre. – This deposit is refunded to your mailing address provided upon return of keys- you use the drop box outside of our municipal office to return the keys and a cheque is mailed to you via Canada post.

The following alcoholic documents are to be received in FULL no later than the Monday prior to your event.

**Special Occasion Permit
Party and Alcohol Licensing
2 Copies of Smart Serve Staff (Photos are fine)**

Tay Township does not advise or provide steps for the above, it is the renters SOLE responsibility of the event holder to do their due diligence for alcohol event documentation.

Failure to provide the following will null and void ANY alcohol-based event as per the Licensing Act and AGCO



To rent a Tay Township Facility for an Event with Alcohol

The following requirements must be met and submitted in full before any Alcoholic Event may commence:

See Links Below

Please note residents may obtain Event Insurance from any legal provider, below is merely a suggestion.

- Copy of [Special Occasion Permit](#)
- Copy of event insurance (e.g. [PAL Insurance](#))
- Copy of Smart Serve Certificates from your bartender(s)

BELOW IS INFORMATION AND PICTURES TO BETTER ASSIST YOU WITH PLANNING YOUR SPECIAL EVENT

Please note, you will be given the keys for your event ahead of time- you are welcome to enter the building the day prior and after to decorate, drop off supplies, and clean up. We ask residents ensure they lock the building upon exiting.

-Tay Township is not responsible for personal belongings or valuables left unattended overnight-

For tables, chairs, and seating:

- The Port McNicoll Centre has a kitchenette and bar area, along with stove and fridge.
- It comes with 2 coffee percolators which serve 50 cups each, roughly.

The Centre has 20 Rectangular 6 ft. tables, and each 6 ft. table sits 6-8 comfortably.

Residents will be sent a full-size copy of floor plan to complete with table placement and chairs-- Please feel free to draw out your request if you do not have access to a computer program to complete layout. (This includes tables for gifts, food, games, etc.)



This floor plan is to be completed and returned (picture of layout form returned via email is accepted), no later than 5 business days prior to your event.

Below is a *sample floor plan* of what all residents are provided upon confirmation of their rental.

<p>DO NOT USE THIS AS A LAYOUT</p>	<p>DO NOT USE THIS AS A LAYOUT</p>
<p>FORMAL LAYOUT PROVIDED</p>	<p>PLEASE DO NOT WRITE IN THIS AREA</p>

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Front Exit





