



Newmarket Seniors' Meeting Place

474 Davis Drive, Newmarket, ON, L3Y 2P3

Phone: 905-953-5325 - Fax: 905-830-1203 - www.newmarket.ca/adults55+

2019 Hall Rental Application

Applicant: _____ Organization: _____

Address: _____ Town: _____ Postal Code: _____

Telephone: (Res) _____ (Bus) _____ Fax: _____

Alternate Contact Name and Telephone: _____

Invoicing name & address (if different from above) _____

Date Required: _____

Type of Event/Meeting: _____

Room/Halls you are requesting: _____

Date(s), Time(s), requesting: _____ Access time: _____

Are you serving alcohol: _____ Number of Guests: _____

Liquor Permit Number: _____

Facility staff will set up the room. A room layout will be forwarded upon confirmation of the contract. Please indicate set up of tables and chairs on that sheet and return.

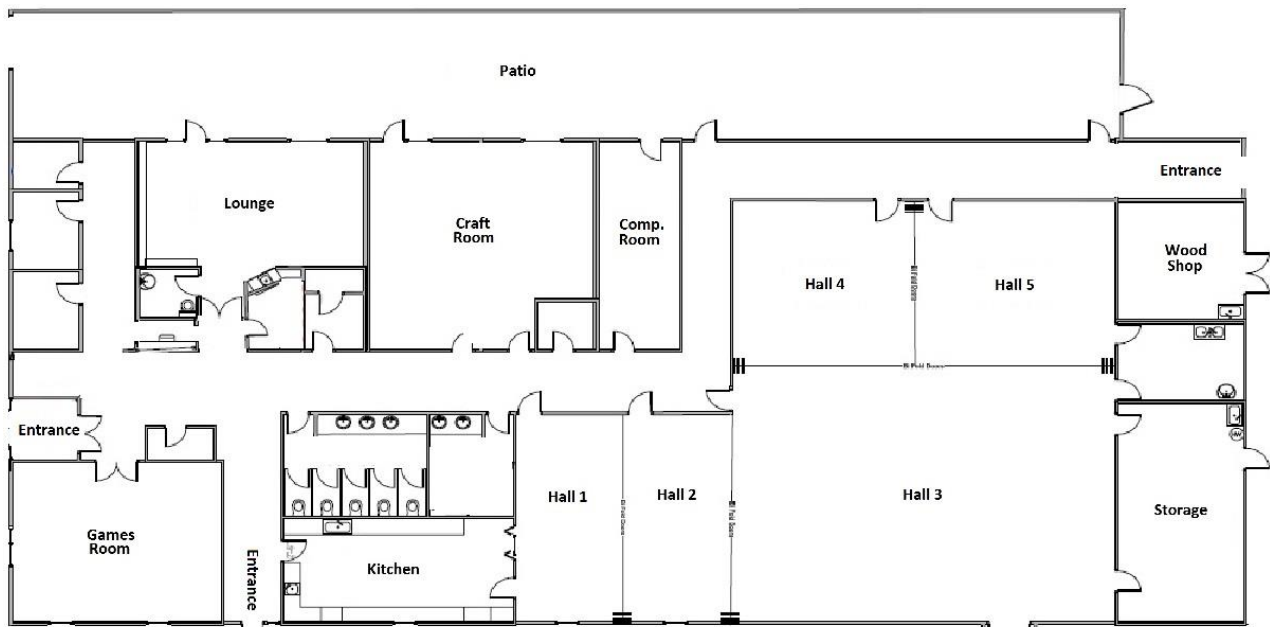
Applicant Signature: _____ Date: _____

Facility Services Include:

- Booking assistance
- Set-up of room as indicated on your Floor Plan
- Copy of Municipal Alcohol Policy
- Tables and chairs
- Facility Staff person on duty

What you provide:

- Special occasions permit for licensed functions
- Completed Floor Plan
- Smart Serve Bartenders
- Any alcohol, pop, water, juice required
- Table coverings, dishes, cutlery Catering, ice, D.J.
- Decorations (Masking tape only on walls)
- No open flame candles permitted



2019 Rental Fees (Resident)

LOCATION	<u>Half Day</u> Max 4 hours: including set-up & clean up time	<u>Full Day</u> 4+ hours: including set-up & clean up time	CAPACITY
HALL 1	\$ 68.70	\$ 103	48
HALL 2	\$ 68.70	\$ 103	48
HALL 3	\$ 255	\$ 354.70	234
HALL 4	\$ 68.70	\$ 103	60
HALL 5	\$ 68.70	\$ 103	60
CRAFT ROOM	\$ 68.70	\$ 103	40
LOUNGE	\$ 68.70	\$ 103	35
PATIO	\$ 196.70	\$ 249.40	318
KITCHEN	\$ 68.70	\$103.00	10
<i>N.S.M.P. Members will receive a 10% discount off the above rates</i>			

- All halls are accessible, air conditioned, and have free Wi-Fi.
- Removable walls between halls allow for larger spaces to be created
- The Health Room is available for \$21 per day
- Non-Residents will have a \$30 non-resident surcharge on your rental.
- HST and a \$ 15 RAS Surcharge will be added to all rentals.
- All Facilities Are Smoke & Open Flame Free.
- The BBQ is available for \$ 60 per day.
- The Ice Machine is included in the kitchen rental.

SOCAN and ReSound Fees Tariffs Playing Music

These are federal tariffs (SOCAN - Tariff 8 – Receptions, Conventions, Assemblies and ReSound Tariff 5.8) for using pre-recorded Music at Receptions/Banquets etc. The fees are based on room capacity and are charged in addition to the room rental rate. Fees collected by the Town are paid quarterly to SOCAN/Resound
For more information please visit www.socan.ca and www.resound.ca

Our Municipal Alcohol Policy is in effect - Rentals that involve alcohol must:

- Obtain their own Special Occasion Permit (Liquor License), through the Alcohol and Gaming Commission of Ontario, and their own Smart Serve certified bartenders.
- Provide a copy of their Special Occasion Permit (Liquor License) to the Seniors' Meeting Place prior to their event.
- Post the original Special Occasion Permit (Liquor License), as well as bartender Smart Serve numbers during the entire rental.
- Purchase liability insurance

Liability Insurance	
NO ALCOHOL (1 – 250 People)	\$ 54.00 + HST
NO ALCOHOL (251 – 500 People)	\$ 108 + HST
ALCOHOL (1 – 250 People)	\$ 135 + HST
ALCOHOL (251 – 500 People)	\$ 162 + HST