



## Rental Rates & Policies 2020

Below are the rental packages and pricing for 19 on the Park. Please call the Box Office at 905.640.2322 or email [19rentals@townofws.ca](mailto:19rentals@townofws.ca) for more info and to check availability.

*\*Please note that each rental time includes your set up and tear down time. Packages cannot be reduced due to unused services. Additional services are available for an additional cost.*

*All prices are subject to HST*

*\*Specific rental rates available for events serving alcohol. All individuals are subject to provide all alcohol related and required documentation before rental date. 19 on the Park maintains the right to cancel if these are not presented two weeks prior to a rental\**

*\*Event insurance is required for all events\**

### Full Service Packages

**Individual Party Package:** *Regular - \$564, Serving Alcohol - \$841*

(Birthdays, Bridal Shower, Baptism)

6 Hours in Great Hall

Use of Kitchen Facilities

Sound System for iPod or similar plug in

Tables and chairs set up by our staff (if required)

Includes SOCAN and RESOUND fees

**Theatre Rental Package:** *Regular - \$903, Serving Alcohol - \$1,411*

(Large productions, Fundraisers)

10 hours entire facility (Great Hall, Kitchen, Dressing Room, Community Room)

Sound System incl. equipment (mics, cords, walkies etc)

Lighting System

Projection System

2 Professionally trained technicians for up to 5 hours or one technician for up to 10 hours

Includes SOCAN and RESOUND fees

**Seminar & Lecture Package:**

*Regular - 3 Hrs. \$508 / 8 Hrs. \$846*

*Serving Alcohol - 3 Hrs. \$657 / 8 Hrs. \$1,190*

Great Hall Rental

Use of Kitchen Facilities

Projector Use with Podium, Clickshare, Mic, Laptop & iPod hook in

Tables and chairs set up by our staff (if required) *Continued...*

Includes SOCAN and RESOUND fee

**Dance School/Comp Performance: \$1,018**

6 Hour Facility Rental (Great Hall, Kitchen, Dressing Room & Community Room)

Sound System

Lighting System

Dance Floor installation & removal by our staff

2 Professionally Trained Technicians (4 Hours)

Includes SOCAN and RESOUND fees

**Wedding Package: Regular - \$1,550, Serving Alcohol - \$2,042**

10 Hour Rental Day of Event

4 Hour Set-up Time (night before)

Entire Facility including Kitchen & Dressing Room

Tables & chairs set up

Podium use with Mic (projector if required)

Sound System & basic Stage Lighting – Technician included for up to 10 hours

Includes SOCAN and RESOUND fees

**Daytime Wedding Ceremony Package: \$425**

**(Available 8:00am – 5:00pm Monday – Friday)**

3 Hours in Great Hall

Podium use with Wired Mic

Officiant (non-denominational)

Tables & chairs set up

Building and Civic Square access for photos

*\*Not available on holidays or long weekends*

**Officiant (non-denominational) Add-on: \$418**

Pre-wedding ceremony consultation

Officiant to perform ceremony

Marriage license to be obtained separately

*\*If booking on a holiday or long weekend please contact the coordinator for additional fees*

**Weekday Use Packages** *(not-for-profit discount not applicable to this package)*

**(Available 8am-4pm, Monday to Thursday, and 8am-1pm on Friday except Holidays)**

Great Hall - \$51/hour (3 hour min/ includes use of hall, projection system and podium. No set up incl.)

Community Room - \$36/hour (4 hour min / does not include set up or technical services)

**Celebration of Life Package: Regular - \$462 Serving Alcohol - \$615**

(must be booked no more than three weeks prior to rental date)

4 Hours in Great Hall

Use of Kitchen Facilities

Podium use with Wired Mic (projector if required)

Tables & chairs set up *Continued...*

Contact with Funeral Home (if applicable)  
Includes SOCAN and RESOUND fees

### **Photography Package - \$333**

2 Hour Rental

Balcony Access

Civic Square Access

1 staff person to assist as needed. (set up, sound system/lighting not included).

*\*note: this package cannot be booked more than 1 month in advance and is not available on holidays or long weekends*

## **Additional Services**

***Can be added to any above package. Cannot be added to the 'build your own rental package'.***

**Additional Technician Hours - \$55/hour, Holiday/Long Weekend Rate - \$82.50**

**Additional Security Guard Hours - \$35/hour, Holiday/Long Weekend Rate - \$52.5**

**Ticketing Packages** - All ticketing information should be sent to [ashley.chappell@townofws.ca](mailto:ashley.chappell@townofws.ca) Please provide ticketing information a minimum of 2 weeks prior to your on-sale date.

***Package A- \$60 Per Event Setup Fee + 15% of Ticket Sales*** (each performance)

To use our online website, allowing your audience to purchase tickets using VISA, MC online or Debit, Cash, Cheque, VISA & MC here at the Box Office. We will also create the ticket design and print them out for you. This option is for general admission and assigned seating shows. All tickets are also required to have a \$1/ticket Capital Improvement Fund fee. Rentals are welcome to use outside ticketing software/websites for their events.

***Package B- \$75***

We will print out general admission tickets for your event which you can sell yourself. All tickets are also required to have a \$1/ticket Capital Improvement Fund fee.

**Marketing Packages** - All marketing materials should be sent to our Marketing Assistant at [ashley.chappell@townofws.ca](mailto:ashley.chappell@townofws.ca)

***Package A- \$31***

Using an image and description provided by you, this package includes your event on our website, calendar of events, and in one e-blast to 2500+ contacts. Please allow 3 weeks for this information to be posted. We will also post your event poster (printed and provided by you) in our kiosk windows.

***Package B- \$105, Revisions - \$25/per***

Using an image you provide, we will create a basic poster for you to advertise your event. We will provide you with 20 colour 8 ½" x 11" copies of this poster, and also post one in each of our kiosks. This same poster, image and information will be listed on our website.

We will also send your event out in one e-blast to 2500+ contacts. Please allow 4 weeks for these items to be produced.

### **Package Add On Options**

Piano – 6' conservatory grand piano - **\$130 - Tuned- \$235**

Pipe & Drape Removal – **\$350**

Dance Floor installation - **\$200**

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### **Landmark Fee:**

Renters are subject to a **5%** Landmark Fee when hiring any catering company to operate within 19 on the Park. Please contact your coordinator for more details.

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### **Not-for-Profit Group Discount**

If your event is hosted by a *registered* not-for-profit organization, or is fundraising and 50% or more of the ticket price is going to a registered not-for-profit, then you will receive a 20% discount off the price of your rental (whichever package is chosen). This discount does not apply to ticketing or marketing packages, technician hours or additional services. Note: proof of not-for-profit/charitable status may be required.

This discount is NOT available on “Prime” days (Friday nights, Saturday daytime, Saturday nights).

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### **Cancellation & Payment Policies**

Dates will not be ‘held’ until a signed contract and a non-refundable 50% deposit have been received by 19 on the Park.

Payment in full must be received no later than 10 days prior to rental. For cancellations within 10 days of the event date, no refund will be given.

For bookings made within 10 days of the event date, a signed contract and payment in full must be received to hold the date. This payment is non-refundable.

Alteration of dates: A renter may choose to move their booking within the same calendar year (January to December) rather than lose their deposit. If the rental date being moved is 30 days or greater away, a \$25 administration fee applies. If the rental date being moved is within 30 days, a \$50 administration fee applies. The administration fee will be charged every time the booking date is moved.

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### **Security Guards**

Security Guards are required for certain events 19 on the Park. This includes, but is not limited to, events involving alcohol, large groups, or child/teen groups. This is done for the safety and security of everyone involved. If you are required to have Security Guards, 19 on the Park will hire a minimum of 2 guards from a professional security company on your behalf. They must be in the building for the duration of your event until the last person

leaves. Please check with your Rental Coordinator, as it is up to the discretion of 19 on the Park whether you require Security Guards or not.

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### **Security Deposits**

Security deposits are requested at the discretion of 19 on the Park staff. Security Deposits may be paid for in full at time of booking by VISA/MC, cash or cheque. Your deposit will be refunded by cheque assuming there are no additional charges for cleaning/damage to the building, or outstanding balances. Cheque issuance takes approximately 4 to 6 weeks after your rental date and will be mailed to the address on file.

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### **Additional Policies**

- If booking a trade show, renters must order, deliver and set up their own tables.
- Doorways in the facility cannot be blocked by tables, chairs or displays/decorations due to fire code.
- It is highly recommended that you have a site visit before booking our facility- please call or email to schedule a viewing.
- Any events using music (concerts, fundraisers, events with DJs etc) are subject to fees by SOCAN. These fees vary depending on the event, so please contact SOCAN directly to determine the cost of these fees. They will need to be paid to 19 on the Park as part of your final payment.
- All events must cease serving alcohol at midnight (12 a.m.). All rental groups must vacate the building by 1am.
- All rentals must provide 19 on the Park with proof of their special occasion insurance, with a minimum of \$2,000,000.00 coverage.
- Rented items (such as table settings/chairs etc) cannot be stored at the venue after your event. Please make separate arrangements for pickup the night of your event.
- All ticketed events are also required to have a \$1/ticket Capital Improvement Fund fee.

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### **Alteration of Rates**

19 on the Park is a municipally-run facility which adheres to the fee bylaws mandated by Council. Any organization wishing to have a reduction in rates must apply in writing to 19 on the Park and may be required to present their request to an Advisory Committee or Council. The Special Events Coordinator and the Cultural Facility Programming Coordinator do not have authorization to alter these fees. Any requests must be applied for and approved prior to the booking date of the rental (dates will not be held pending outcomes).

Additional fees for piano use, additional table/stage requirements, technician fees and security fees cannot be reduced.

**\*Please note renters are not allowed to bring their own sound/lighting system for events. Please discuss with your Coordinator any additional equipment you wish to bring for your rental. As this is an election year there are additional policies relating to events of a political nature or hosted by a **political organization/candidate**. Please contact us for the details of these policies. Thank you\***