

**Thank you for booking your event at one of Whitchurch-Stouffville's Community Centres.**

Please read the following information carefully regarding how to proceed with your rental.

**Alcohol Events:** If you will be serving alcohol at your event:

- ◇ **You must provide** the Town with copies of the following documentation when you pick up your key:
  - your Special Occasion Permit from the LCBO. Call 1-800-ONT-LCBO (668-5226) or visit <http://www.lcbo.com/products/permits.shtml> .
  - Additional \$2 million insurance coverage for your event is also required naming the Town of Whitchurch-Stouffville as additionally insured and can usually be obtained through your home insurance provider.
  - Photocopies of your bartender(s) Smart Serve or SIP certification
  - You must read through the Municipal Alcohol Policy provided with your permit and sign the following two Appendices indicating that you have read and understand the policy:
    - Record of Event Workers (Appendix A)
    - Special Occasion Permit Holder Agreement (Appendix B)

**Please note: you will need to provide copies of these documents when you pick up your key.**

- ◇ A copy of all alcohol permits will be forwarded to the Manager of Facilities and Parks for review and if it is determined that an Event Supervisor is required, one shall be assigned to your event. The cost of which shall be borne by the permit holder. Details and cost will be provided to you within one week of booking your rental.
- ◇ Note: an event supervisor may be required whether you are hosting a Special Occasion Permit event or not, as determined by the Town.

**Picking up the Key/Access Card:** You can pick up your key/card one or two business days prior to your event. Please note Customer Service is open Monday to Friday, from 8:00 am until 5:00pm and until 8:00 p.m. on the first and third Tuesday of each month. In order to pick up a key you will require:

- ◇ A \$20 key deposit (cash or cheque only) which will be refunded when the key/card is returned.
- ◇ If your event will be serving alcohol, please provide copies of the Special Occasion Permit, Insurance, a signed copy of Appendix A and B found at the back of the Municipal Alcohol Policy and a photocopy of your Bartender(s) certification. A key/card cannot be issued if these documents are not provided.

**Before and After Your Rental:** Renters are asked not to enter the building prior to their rental time unless they have received approval from Customer Service. Please call Customer Service prior to your event to confirm if the space is available for early entry (i.e. for decorating, or to drop off supplies).

Please ensure that all garbage and recycling has been bagged and placed in the appropriate receptacles, to ensure the building is left the way you found it.

**Key Return:** Please visit Customer Service to return the key within two business days of your event. At this time, your \$20 key deposit will be returned to you.

**Security Deposit Return:** After your event, a Town staff member will ensure the facility is in order. If the facility is clean and free of any damages, a security refund cheque request will be issued in order for your deposit to be returned by a Town-issued cheque. Please note that processing this cheque takes approximately 4-6 weeks.

If you have any questions, please do not hesitate to contact:

**Customer Service at 905-640-1900 or by email at [customer.service@townofws.ca](mailto:customer.service@townofws.ca)**

Thank you and enjoy your rental!