

Bronx Park Community Centre

Facility Rentals – FAQs

Updated Feb. 20, 2014

For pricing information please see our current Facility Rental price list. This listing will provide the basic rates for a rental. The actual rental cost is determined based on the rental details. Additional charges may apply, depending on the rental.

How do I book a rental?

- Contact the Facility Manager at facilitymanager@bronxpark.ca to enquire about available dates and rental rates. We receive a high volume of rental requests, and we will get back to all enquiries as soon as possible.

How far ahead should I book my event?

- You may book the facility at any time if the space is available for rental on the day you want. A signed contract must be returned with your payment BEFORE the rental, so please ensure you book well in advance of the date you want. Last minute requests may not be accommodated due to lack of time to prepare a contract or to have adequate facility staffing.
- For a social we would recommend booking at least 6 months ahead, as social dates can go fast!

When I call to secure a booking what information do I need?

- the DATE of your event,
- the TIME
- * Your time must include your set-up and clean up including decorating, food preparation, etc.
- the number of people you are expecting
- what kind of set up you need (number of tables and chairs, etc.)

When can I view the rooms?

- Please contact the Facility Manager about the best times to view the rooms, as we are busy with programs and rental groups.

May I serve alcohol?

- All alcohol service requires a permit!
- If you are thinking of serving alcohol you must let the Facility Manager know at the time of booking.
- If alcohol is brought into the building without the required permit you will be asked to remove it immediately.
- Any alcohol OTHER THAN WINE requires you to pay for bartending services (provided by Bronx Park). The rate for a bartender is \$125.00 per event.
- Serving wine is permitted with an occasional permit you obtain from the MLCC, without requiring a bartender.

Set up and Clean up

- Our staff will set up and take down the tables and chairs for your rental. The room will be set up and ready for the time you have booked.
- The renter must book all time required for set up and clean up including decorating, preparing food, removing supplies, tidying the kitchen, etc.
- The renter must observe the times booked! We do not allow early arrivals and late departures. We may have multiple rentals booked in one day, and observing your times booked is respectful of everyone!

Payment

- For all rentals \$200 or less, prior to GST, the full rental fee is due at the time of booking. Payments may be made by cash, cheque, debit or credit card. Credit and debit payments must be made in person at the community centre.
- Rentals larger than \$200 require a 25% deposit at the time of booking, and the balance is due in full 30 days before the rental.
- Socials require a \$500 deposit at the time of booking, as well as a postdated damage deposit cheque of \$300 (dated for the date of the social).
- GST (5%) is added to all rentals

Linens

- Linens are available for rent through Bronx Park CC (provided by Canadian Linen). Linens come in a variety of colors and are an inexpensive option for that elegant touch. For colors and pricing please consult the Facility Manager at the time of booking.

Kitchen

- Access to the kitchen is included in room rentals if requested at no additional charge.
- The renter is responsible to restore the kitchen to a tidy state following the rental.
- The kitchen is equipped with fridges, sinks and stoves.
- The kitchen is a shared space when more than one rental has requested use on the same day. Please be respectful of other rental groups.

Other Supplies

- Renters are responsible to provide their own supplies (cups, plates, cutlery, napkins, etc.) We do not have these supplies on hand for renters.
- Bronx will supply all garbage bags and cleaning supplies.
- Coffee makers are available. Coffee packets may be purchased at \$2.50 per packet.