

## **Facility Rentals FAQ**

### **How do I choose the venue?**

We suggest taking a look at our brochure [Facility Rental Information & Pricing](#). This brochure outlines the different rooms, capacity, and size of each space, along with the costs of the rental.

### **How Do I book the rental?**

Call 204-667-5731 extension 227 or email [facilitymanager@bronxpark.ca](mailto:facilitymanager@bronxpark.ca).

Please, we ask that you call or email not both. We respond to all rental inquiries in the order they are received. We will get back to you; however we are a busy center and receive a volume of calls/emails to rent the space. Please, be patient with us; we will get back to you!

### **How far ahead should I book my event?**

We are a busy and in demand facility! We suggest booking 1 1/2 –2 months prior to your date to ensure space is available. Some people book 6 months ahead.

### **If booking more than one event or date per year can I book for a full year?**

Absolutely, in fact it's preferred! This way we can ensure we have space available. We have many repeating renters who book ahead 6 months to one year. This seems to work well for everyone.

### **When I call to secure a booking what information is important to consider in advance?**

- ✓ The date( s) you are interested in booking along with a set of back up dates

- ✓ The room/space you would like to secure?
- ✓ The number of people who will be attending?
- ✓ The time of the rental?
- ✓ What type of set up you require; i.e. # of tables and chairs, food or gift table, coat rack, audiovisual screen, etc.
- ✓ The size and type of tables?
- ✓ **What sort of tables and chairs do you have?**  
Round (4.5 ft. diameter) & rectangle 8ft x 2ft-take your pick! Plastic chairs. Round tables seat 8people comfortably- they can hold 10 people. Rectangular table seat 8 people.
- ✓ Will you be serving alcohol? Please review our brochure, Think About Serving Alcohol at your event?

At the time of booking we will discuss the set up of the room. This provides an initial set up plan for our team to prepare for you- the renter! You are welcome to change the set up as needed.

**Will the room be set up when we arrive?**

Yes, we have a team of hardworking people who will have the room set up- tables and chairs for you when you arrive. Discuss your set up at the time of booking to ensure we can accommodate. If you require additional items set up in the room please note this will be your responsibility. We ask that you remove these items and ensure the room is clean after your event or gathering. The renter is responsible for taking down all of the tables and chairs.

### **When can I view the rooms?**

Our facility team is available Monday through Thursday to assist you between the hours of 9am-9pm.

### **I've booked the date.....then what?**

At the time of booking we will ask you to provide your complete contact information, including email. Upon discussing your rental needs we will prepare a contract for your review, signature and payment to secure and finalize the date. Your booking is not secure until payment is received as noted on the [BPCC Facility Rental contract.](#) The Facility Rental Contract will be sent to you via email.

### **Payment of the Rental?**

Payment of the rental is due **prior to the event** and is **required to secure the date.** GST is charged on all rentals. We ask that payment be received two weeks prior to your function. This lets us know you are serious about the date(s) you have selected. Please bring a copy of the signed contract with you at the time of payment.

### **What are my options for payment?**

Cash or cheque. Feel free to mail the copy of the contract with payment to BPCC, or stop by and drop off the payment and signed contract- both are great! Our facility team is available Monday through Thursday to assist you between the hours of 9am-9pm with your payment.

### **Do you provide table linens and centerpieces?**

Sorry. This is the responsibility of the renter. Table linens are available for rental through Canadian Linen. Please discuss this at the time of booking to

ensure your order is complete and accurate. Please review our brochure [Linens](#) for more information.

### **Do we have use of the kitchen?**

Yes, although use of the kitchen is not exclusive use. Our kitchen is available to all of our renters. So, let's share! If you use the kitchen please leave the space clean for other renters. If you require use of the kitchen, please mention this when you book the event. You are welcome to use the kitchen equipment such as the fridge, oven and coffee maker. Please label any items you plan to leave in the fridge to avoid confusion with other renters. Remember, your use of the kitchen is not exclusive. In a busy place we all must work together to share the space. The dishwasher and deep fryer are not available for your use.

### **Do you have plates and cutlery for use? For rent?**

We suggest you bring paper items for your event. These items are not for rent.

### **Do you have coffee urns?**

Yes, but you will need to bring your own coffee filters and coffee. We ask that you leave the coffee urn clean for the next user. The coffee ratio one  $\frac{3}{4}$  cup measure to 1 cup of coffee per urn brewed. **Please bring standard size coffee filters and your own coffee/tea, creamer and sugar. We also have carafes' for tea.**

### **Do you have a BBQ?**

Unfortunately, no. But we do have two patios which are great for BBQ's when the weather cooperates. They are at the front of the building and close to the park, making this a great idea for a birthday party. Feel free to bring your BBQ and rent the space.

**Can I serve alcohol?**

To have alcohol at your gathering; wine included; a liquor permit is required. Discuss your needs at the time of booking, and review your rental contract for details. Our brochure, [Thinking about Serving Alcohol at your Function](#) will be helpful to you!

**Do you supply decorations?**

No, we ask that you decorate the room to suite your needs. If you require a vase please bring what you need. If putting items on the wall we ask that you use painters tape or sticky tack only. Help us keep our walls looking great! So please no making tape, pins or clear tape be used to hang decorations.

**Do you have a Caterer?**

No, sorry. But we have several people we could recommend. We can discuss your needs at the time of booking.

**What are my responsibilities in terms of cleaning up after my rental?**

Please remove all garbage and personal items from the space. We ask that you assist with taking down all tables and chairs after your function. Please leave the room clean. To help, please check with our front desk staff prior to leaving the building. Thanks! These responsibilities are outlined in the [BPCC Facility Rental Contract](#).