



**VICTORIA PARK PAVILION
GENERAL INFORMATION
2017**

80 Schneider Avenue, Kitchener,
ON N2G 4G7
741-2488

PLEASE NOTE : Fees include tax.



**** All Rates Are Subject To Change ****

WEDDING PACKAGE RATE

**Flat rate of \$1,889.95 for all wedding receptions for 2017.
*Rate for 2018 will increase to \$1,966.15***

This rate includes tax and all fees listed below EXCEPT Liability insurance which is required for all licensed events and all unlicensed events with attendance of more than 100. Extra fees for Insurance are listed below , or can be obtained separately outside of the City of Kitchener; proof of insurance will be required. City of Kitchener Insurance program is through Pearson & Dunn.

FOR ALL OTHER LIQUOR LICENSED EVENTS:

CITY OF KITCHENER LICENSING FEE – \$ 290.50 (flat rate)

RENTAL GROUPS MUST ALSO OBTAIN A SPECIAL OCCASION PERMIT FROM THE LCBO.

- HOURLY HALL RENTAL RATE \$ 85.25
- MUSIC TARIFF (SOCAN) \$ 66.85
- INSURANCE – LICENSED \$ 135.00 (up to 100 people) \$ 243 (101-250 people)

- *INSURANCE – Proof of Liability Insurance is required for all licensed events . The Insurance may be purchased from the City of Kitchener with your permit, as per above rates, or can be purchased directly from an Insurance Company. You may also obtain your own insurance coverage as an extension of your own home. The City of Kitchener requires \$2 million Commercial General Liability including Liquor Extension and Premises. Plus, "The Corporation of the City of Kitchener" must be shown as the additional insured.
- Bartenders must be Smart Serve Certified. Your caterer may be able to provide this service. One bartender for every 125 people in attendance is required as per The Municipal Alcohol Policy. City of Kitchener Municipal Alcohol Policy is available upon request.
- You must obtain a Special Occasion Permit (liquor license) from a local permit issuing LCBO. A copy of the permit must be provided to the facility scheduler 30 days prior to the event , original must be posted in the bar area during event.

NON-LIQUOR LICENCE EVENTS:

- HOURLY RATE \$ 85.25
- INSURANCE - UNLICENSED \$ 54.00 (up to 100 people) \$108 (101-250 people)
- MUSIC TARIFF (SOCAN)~ \$ 66.85

BASIC INFORMATION:

The facility is smoke free, wheel chair accessible and is air conditioned and heated.

- CAPACITY 250
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- DEPOSIT **\$200.00 upon booking--\$100.00 is non-refundable if rental cancelled.**
- TABLES & CHAIRS 25 – 6’ round tables – seats 8-10
25 - rectangular tables 6’ x 30”
270 - black chrome chairs with blue cushioned seats
6 bistro / pub table
- FLOOR PLANS Hall floor size 74’ X 47’, requested hall set up must be completed and returned to us 2 weeks before event
- SOUND SYSTEM Basic on/off system with 1 corded microphone
1 full size podium
- KITCHEN/BAR 1 refrigerator in kitchen and 1 in bar, stove and microwave
- CATERER No restrictions on catering company. Caterer (or rental group) to supply all kitchen utensils, dishes, glassware, linens
- DECORATING Rental groups responsible for own decorating or use decorator with own ladder. Duct tape or any type of nail is not permitted on walls/floor in the building. Masking or painters tape can be used on walls.
- DAMAGE DEPOSIT Youth events and Stag & Does :\$300.00 - amount to be refunded following inspection of premises.
- VIEWING **Viewing is by appointment only. Check kitchenerevents.ca for dates and times.**

CLEAN UP AT THE END OF THE EVENING

Custodial Room - Mop, bucket, garbage bags and cleaning supplies are available if needed.

Tables and Chairs are wiped down but not put away. Garbage is to be bagged and left in kitchen—please do not put outdoors

Alarm is activated at 3:00 am. If the alarm is triggered; you will be charged for the “call-out” ~ approximately \$100.00.

PLEASE NOTE:

All catering, decorations and rental company supplies must be vacated by the end time stated on the rental contract. Additional fees will be applied to any supplies remaining in the building the next day.

PLEASE ADVISE CITY STAFF RE DELIVERY/PICKUP OF RENTAL SUPPLIES