ST. STEPHEN
THE MIDDLE OF EVERYWHERE

Garcelon Civic Center

CONFERENCES

AND

EVENTS

2022

Welcome to St. Stephen, NB…the middle of everywhere! Thank you for your interest in the Garcelon Civic Centre for your next event. We take pride in seeing to your needs and ensuring that your event runs smoothly with professional staff and comfortable surroundings along the St. Croix River.

Every event, whether large or small, is important to us and our staff works to ensure that no detail is overlooked. With a variety of room layouts available, and the latest in audio visual equipment onsite, Garcelon Civic Centre is the perfect place to hold your next event.

For general inquiries, or to book your event with us, please contact:

Events – Community Services Department

events@chocolatetown.ca

506-466-7700 x125/126

Monday-Friday, 9am-4pm (excluding holidays)

STANDARD HOURS OF OPERATION:

Monday – Sunday 8:00am – 9:00pm

The facility will remain open for ALL Statutory holidays EXCEPT:

December 24: closing at 12:00pm for remainder of the day

December 25: closed all day

December 26: closed all day

December 31: closing at 3:00pm for remainder of the day

January 1st: closed all day

Requests are not considered confirmed until you receive a booking number from our agents, Monday-Friday 9am-4pm (excluding holidays).
Payment must be made 48 hours prior to event or rental is subject to cancellation.
Reservations cancelled with less than 48 hours notice are subject to full charge.

Rooms:

The Culture, Community and Conference Center at the Garcelon Civic Center is the place for celebrations, parties, meetings, conferences and much more. ***Please note, rental times and applicable rates begin when the user requests access to the room for set-up and concludes when the user has their all personal items removed from the room.***

STANDARD RATES **Circle requested room(s) and timeframe**	Per Hour	Per Half-Day (3-4hrs)	Per Day (6-8hrs)	Full Day Rate (9hrs+)
LK Toombs Chartered Accountants Conference Room (Rm 205)	$32	$94	$157	$219
QM Construction Ltd. Conference Room (Rm 206)	$32	$94	$157	$219
The Halstead Conference Room (Rm 207)	$32	$94	$157	$219
Two Culture Community Center (Rm 205/206 OR 206/207)	$58	$188	$252	$312
FULL Culture Community Center (Rm 205, 206, 207)	$87	$249	$378	$468
Moosehead Meeting Room (028)	$37 ----------	$98 Mon-Fri 5-9pm or all	$162 day Sat/Sun/Holidays	$223 ----------
Rotary Club Reception Area **Conditions apply**	$22	$63	$126	$167
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room (Rm 214)	$22	$63	$126	$167
Disher Homes Kitchen (Rm 211)	$105/day Or $1.05/person or $2.10/person	$105/day Or $1.05/person or $2.10/person	$105/day Or $1.05/person or $2.10/person	$105/day Or $1.05/person or $2.10/person

****Please note: Registered non-Profit Organizations receive a discount on posted room rates – please see next page. Discount does not apply to additional equipment rentals or kitchen****

Equipment (circle requested items)	**Fee**
Podium 6' rectangular tables x _____ or 4' round tables x _____	Complimentary
Flip chart paper pads Projector & Drop down screen**, Portable Smartboard, Wireless Microphone**, Smartboard*** Photocopies	$19/each x _____ requested $17 each/day x_____ # of days $17 each/day x _____ # of days $0.20 per copy x_____ # of copies
Table Linens	$7.25/each x _____ round or _____ rectangular

*Prices are daily flat rate; **Available in conference meeting rooms 205 and 206;
***Available in The Moosehead Boardroom 028

Prices listed include HST.

ROOM RENTALS & FEES

REGISTERED NON-PROFIT RATES **Circle requested room(s) and timeframe**	Per Hour	Per Half-Day (3-4hrs)	Per Day (6-8hrs)	Full Day Rate (9hrs+)
LK Toombs Chartered Accountants Conference Room (Rm 205)	$29	$85	$141	$197
QM Construction Ltd. Conference Room (Rm 206)	$29	$85	$141	$197
The Halstead Conference Room (Rm 207)	$29	$85	$141	$197
Two Culture Community Center (Rm 205/206 OR 206/207)	$57	$168	$223	$282
FULL Culture Community Center (Rm 205, 206, 207)	$77	$208	$355	$423
Moosehead Meeting Room (028)	$34 ----------	$89 Mon-Fri 5-9pm or all	$145 day Sat/Sun/Holidays	$201 ----------
Rotary Club Reception Area **Conditions apply**	$20	$57	$113	$132
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room (Rm 214)	$20	$57	$113	$132
Disher Homes Kitchen (Rm 211)	Same as standard	Same as standard	Same as standard	Same as standard

SPECIAL FUNCTIONS/WEDDINGS (please note, separate User Agreement required):

a) Packages from one day full conference room access from 8am to 12am, to 3 day packages (set-up day, event day, clean-up day).
b) Included in rental fee (see Garcelon Civic Center Hospitality Coordinator for quote – prices vary based on season):
    a. Full conference Room
    b. Balcony Access (restrictions apply. Please inquire)
    c. Ceiling mounted projection screens, projector, wireless microphone
    d. Kitchen access for caterer chosen by user, including use of all equipment and dishware
    e. Tables and Chairs (does not include linens or chair covers) in room, not set up
    f. Use of reception area outside of conference room (conditions apply – please inquire)
    g. Use of pool viewing room (conditions apply – please inquire)
c) Rental deposit of $250 due at the time of booking to hold the date. The rental fee is to be paid in full and the user agreement signed six (6) weeks in advance of the booking, otherwise the booking is considered cancelled and the deposit forfeited. Bookings with less than six (6) weeks notice require the full fee in addition to the rental deposit of $250 at the time of the booking. Please note: this is a standard clause; please refer to specific user agreement for more information.
d) Rental groups are responsible for their own set up of tables and chairs for special functions and/or weddings. These items will be provided and will be in the room for the group at the time of their arrival to set up.
e) Bar service available upon request. Last call to be a minimum 30 minutes prior to end of event. The event is to provide their own authorized individuals to serve as security, minimum of 2 people, for events serving alcohol. A completed security plan (template provided by Garcelon Civic Center) is to be provided to the Garcelon Civic Center a minimum 2 weeks before the event for approval.

3 day full conference room packages for special events starting at:
April-August - $1225
September-March - $1850

Rooms and Set-Up Options:

ROOM	MOOSEHEAD (028)		POOL VIEWING ROOM (214)	ROTARY CLUB RECEPTION AREA (203)
Sq. Ft	656		635	1704
Dimensions	21' wide x 28' length		17' wide x 30' length	24' wide x 46' length
U Shape	15		***	***
Boardroom	16		***	***
Theatre Style	30		***	***
Classroom	18		***	***
Hollow Square	20		***	***
Banquet	***		***	***
Reception (standing only)	32		55	***
EXTRA DETAILS	Up to 25 arm chairs; 8 rectangle flip top tables; Smart board; Computer cart. NOT AVAILABLE UNTIL MAR 15/2020		Conditions apply, please inquire for more information.	Conditions apply, please inquire for more information.
**********	**********	**********	**********	**********
ROOM	**LK TOOMB CONFERENCE ROOM (205) **includes access to balcony****	**QM CONSTRUCTION CONFERENCE ROOM (206)**	**THE HALSTEAD CONFERENCE ROOM (207)**	**FULL CONFERENCE ROOM (205&206&207)**
Sq. Ft	764	732	1614	3110
Dimensions	16' wide x 38' length	19' wide x 41' length	31' wide x 41' length	41' wide x 68' length
U Shape	16	24	"W" - 42	"W" - 120
Boardroom	16	22	30	***
Theatre Style	30	30	70	250
Classroom	24	30	36	140
Hollow Square	16	28	46	***
Banquet	30	36	60	150-200*
Reception (standing only)	50	50	100	305
EXTRA DETAILS		Fully integrated audio visual capabilities; Ceiling mounted drop down screen; Overhead projector	Fully integrated audio visual capabilities; Ceiling mounted drop down screen; Overhead projector	Full banquet layout with dance floor option; 2 overhead projectors and 2 ceiling mounted drop down screens; can be combined with Rotary Club Reception Area
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*Occupancy affected by additional factors such as dance floor, stage, DJ area, etc

GENERAL TERMS AND CONDITIONS

Booking/Payment:

a) Bookings are on a first come, first serve basis, and are to be made through the Events Department or designate.
b) All individuals renting the facility must complete and sign a rental agreement. Booking is not considered confirmed until the contract has been signed and accepted by an authorized Garcelon Civic Center staff member (front desk does not qualify), and deposit must be paid (if applicable), and client receives their booking number, before a booking is considered confirmed.
c) Rental groups must complete facility rental agreement and pay in full the established fees at least forty-eight (48) hours prior to the event or the booking will be subject to cancellation (unless pre-approved for invoicing).
d) Requests for Audio Visual Equipment must be made at time of booking. Same day requests may not be accommodated.
e) In the case of large functions a rental deposit of $250 is due at the time of the booking. The rental fee is to be paid and the user agreement signed **six (6) weeks** in advance of the booking, otherwise the booking is considered cancelled and the deposit is forfeited.
f) Deposit can be made in the form of cash or cheque and will be released after the event providing no damages or extra clean up services have been assessed, including kitchen clean up if the event uses a caterer of their choice who does not leave the kitchen in a satisfactory condition, and all payments have been received.
g) Rental requests less than three (3) working days from the rental date are subject to staff availability.

Cancellation:

a) In order to cancel a booking without penalty, notice in writing must be given to the Events Department or designate forty-eight (48) hrs in advance for regular events and six (6) weeks for special functions/weddings. Full charges will apply after these points respectively.

General Rules, Regulations, Terms and Conditions:

a) Catering/Kitchen Use/Rental:
    a. Clients have the option of choosing their own caterer. Rental fees for use of kitchen will apply. Fees are $1.05/person light use (no cooking), $2.10/person regular use (includes cooking) or a flat fee of $105/day, whichever is higher.
    b. Cleaning the kitchen is the responsibility of the user, if used. It must be left in its original condition. **Please note that additional fees will apply if use of the Disher Home Kitchen is required, and extra clean up fees may apply, to be deducted from security deposit or in addition to the rental cost, if kitchen is not left in a clean/sanitary condition with items returned to their cupboards and drawers.**
b) Cleaning:
    a. After the function, the client will be required to remove all decoration and personal items from the facility by the end of the rental period. The facility is not liable for any personal items.
    b. Tables must be emptied of garbage, dishes, etc.
    c. All garbage must be placed in garbage bags; rental groups are not responsible to remove the garbage from the facility.
    d. Rental groups are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.
c) Equipment:
    a. Use of furniture or equipment within the building must be approved prior to the event by the Town of St. Stephen Community Services Department.
    b. No equipment (tables, chairs, etc) is permitted outside the building without authorization by the Town of St. Stephen Community Services Department.
    c. Specific requirements for audio visual equipment must be confirmed at the time of the booking. Equipment is available on a first come, first serve basis and rental fees may apply. Rental groups are welcome to bring their own equipment however the Garcelon Civic Center is not liable for any personal items on brought on property.
    d. The rental group is responsible for all equipment, including damaged, lost or stolen items owned by the Garcelon Civic Center or the Town of St. Stephen. The rental group also agrees not to hold the Garcelon Civic Center or the Town of St. Stephen responsible for any injury or loss of personal belongings.
d) Alcohol Use and Liquor License:
    a. The Town of St. Stephen owns the liquor license for the Garcelon Civic Center. No one is permitted to bring their own liquor, bought or homemade. Any rental groups requiring bar service for any function must advise the Garcelon Civic Center at the time of booking and restrictions apply.
    b. No Alcoholic drinks are allowed outside the designated areas on the 3rd level and the arena.
e) Décor:
    a. When decorating, the following is **NOT** permitted:
        i. Tape (scotch, packing, duct), mac tack, poster putty, nails, push pins or tacks of any kind. (**The only acceptable tape is the green/blue painters tape or 3M Damage-Free removable strips. User will be liable for any damage resulting for use of incorrect adhesive or mounting item).**
        ii. No confetti or rice in or around the facility or parking lot. This includes held confetti/streamer poppers.
        iii. The use of open flame devices and candles are strictly prohibited.

iv. Decorations and any equipment used during the event must be removed immediately following the completion of the event at the agreed upon time or additional room charges may apply.

v. **No** foreign substances are to be placed on the floor (i.e. powered wax, sand, etc) or any other substance used for dancing. "Smoke" or "Fog" machines are not permitted unless previously agreed to by the Events Coordinator or the Operations Coordinator – conditions apply.

f) Smoking:

a. No smoking or vaping is permitted inside the facility, in compliance with the New Brunswick Provincial "Smoke-Free Places Act". No smoking or vaping is permitted outside within **20 meters** of the entrances or exits.

g) Loss of Rental Privileges:

a. Repercussions for failing to adhere to the established policies include:

i. Future scheduled time(s) will be revoked for use by the group(s) in question.

ii. Cost of the repairs or damage done to the facility will be billed to the group or associations for payment.

h) Other Terms and Conditions:

a. Only persons 19 years of age or older may rent the facilities and identification shall be required.

b. Rental groups are responsible for their own set up of tables and chairs for special functions and/or weddings. These items will be provided and will be in the room for the group at the time of their arrival to set up.

c. The rental group agrees to indemnify and save harmless the Town of St. Stephen of and from any and all manner of claims, damages, loss, costs, and charges whatsoever occasioned to, or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequences of or in connections with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from on account of the same. The rental group's covenants for indemnity herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason or any insufficiency in said structure and whether or not same have been approved by the Town, its servants or agents.

d. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises or which may make void or voidable any polity of insurance, but in such event the rental groups shall thereupon pay the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.

e. The rental group shall, during the term of their rental, ensure all fire exits of the said premises are kept open and clear from obstructions.

f. It is the responsibility of the group to be aware of the equipment and supplies available at the facility as their location.

g. The personal information gathered relating to the rental is subject to the New Brunswick Right to Information and Protection of Privacy Act. Information collected will only be used for the purposes in which it is collected.

h. Any deviation to the rental fees and guidelines contained herein established shall be referred to the Town Council of St. Stephen.

i. Larger functions such as wedding and events may be required to provide proof of general liability coverage, subject to the discretion and satisfaction of the Manager.