**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**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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-------------- | $98Mon-Fri 5-9pm or all | $162day 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/dayOr $1.05/person or $2.10/person | $105/dayOr $1.05/person or $2.10/person | $105/dayOr $1.05/person or $2.10/person | $105/dayOr $1.05/person or $2.10/person |

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.***

*\*\*\*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**  |
| Podium6’ rectangular tables x \_\_\_\_\_\_\_\_ or 4’ round tables x \_\_\_\_\_\_\_\_ | Complimentary |
| Flip chart paper padsProjector & 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 | $10.50/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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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---------------- | $89Mon-Fri 5-9pm or all | $145day 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 |

**ROOM RENTALS & FEES**

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