**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.**

**ROOM RENTALS & FEES - 2025**

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| **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) | $35.25 | $103.75 | $173.00 | $229.95 |
| QM Construction Ltd. Conference Room(Rm 206) | $35.25 | $103.75 | $173.00 | $229.95 |
| The Halstead Conference Room (Rm 207) | $35.25 | $103.75 | $173.00 | $229.95 |
| Two Culture Community Center (Rm 205/206 OR 206/207) | $64.00 | $197.40 | $278.00 | $327.60 |
| FULL Culture Community Center (Rm 205, 206, 207) | $96.00 | $274.50 | $416.75 | $491.40 |
| Moosehead Meeting Room (028) | $40.75-------------- | $108.00Mon-Fri 5-9pm or all | $178.75day Sat/Sun/Holidays | $234.15----------------------- |
| Rotary Club Reception Area\*\*Conditions apply\*\* | $24.25 | $69.50 | $139.00 | $184.00 |
| Daryl Spires & Chris (McSorley) Spires Pool Viewing Room (Rm 214) | $24.25 | $69.50 | $139.00 | $184.00 |
| Disher Homes Kitchen (Rm 211) | $115.75/dayOr $1.25/person or $2.50/person | $115.75/dayOr $1.25/person or $2.50/person | $115.75/dayOr $1.25/person or $2.50/person | $115.75/dayOr $1.25/person or $2.50/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 padsLarge TV 75”(HDMI), Portable Smartboard(HDMI/VGA), Wireless Microphone\*\*, Smartboard\*\*\*Photocopies | $21.00/each x \_\_\_\_\_\_\_\_\_\_\_\_ requested$18.75 each/day x\_\_\_\_\_\_\_\_\_ # of days$18.75 each/day x \_\_\_\_\_\_\_\_\_ # of days$0.25 per copy x\_\_\_\_\_\_\_\_\_\_ # of copies |
| Table Linens | $11.75/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.

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| **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) | $32.00 | $93.75 | $155.50 | $217.25 |
| QM Construction Ltd. Conference Room(Rm 206) | $32.00 | $93.75 | $155.50 | $217.25 |
| The Halstead Conference Room (Rm 207) | $32.00 | $93.75 | $155.50 | $217.25 |
| Two Culture Community Center (Rm 205/206 OR 206/207) | $63.00 | $185.25 | $245.75 | $311.00 |
| FULL Culture Community Center (Rm 205, 206, 207) | $85.00 | $229.25 | $391.50 | $466.50 |
| Moosehead Meeting Room (028) | $38.50---------------- | $98.25Mon-Fri 5-9pm or all | $159.75day Sat/Sun/Holidays | $221.50------------------------ |
| Rotary Club Reception Area\*\*Conditions apply\*\* | $22.00 | $62.75 | $124.50 | $145.50 |
| Daryl Spires & Chris (McSorley) Spires Pool Viewing Room (Rm 214) | $22.00 | $62.75 | $124.50 | $145.50 |
| Disher Homes Kitchen (Rm 211) | Same as standard | Same as standard | Same as standard | Same as standard |

**ROOM RENTALS & FEES - 2025**

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