60 Snyder's Road West, Baden, ON N3A 1A1

Parks, Facilities and Recreation Services Department
T: 519-634-9225 x 9344

2025-2026 Facility Rental Guide

Community Centre - Licensed Rentals

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Welcome

Are you looking for a venue to hold a licensed special event, wedding, anniversary party, adult birthday party, family gathering with etc.? The Township of Wilmot may have the perfect location for your next event.

The Township of Wilmot has a variety of community centers suitable for licensed events. Facility scheduling staff are very knowledgeable of our facilities and are happy to assist you with determining which facility best meets your needs. If you are planning a licensed event, they will also assist you by explaining the requirements of the Township of Wilmot Municipal Alcohol Policy as well as other municipal rules and regulations.

Note: The Full Municipal Alcohol Policy is NOT included in this guide, all inquiries and licensed facility rentals will receive a copy

To book a facility or inquire about availability please call 519-634-9225.

Community Centre User Fees

HST not included

COMMUNITY CENTRES

All Township of Wilmot community centres include tables, chairs and full access to a kitchen and contents for your convenience. Our community centres vary in size and capacities, and each one is unique in its decor and features.

Community Centre	
Small Hall : Capacity up to 125	
Hourly Rate (Sunday – Thursday, up to 3 hours)	$32.25
Daily Rate (Sunday – Thursday rental over 3 hours)	$120.71
Friday & Saturday - Day rate only	$189.99
Large Community Centre - Capacity 180 - 410	
Hourly Rate (Sunday – Thursday, up to 3 hours)	$56.37
Daily Rate (Sunday – Thursday rental over 3 hours)	$240.95
Friday & Saturday - Day Rate only	$372.24-$538.65

Other Hall Rental Fees	
Small Hall : Capacity up to 125	
Set-up or Decorating:	$146.51
Large Community Centre - Capacity 180 - 410	
Set-up or Decorating:	$293.01

****Facility Rentals may be subject to additional non-resident surcharges****

Municipal Representative & Security:

Licensed rentals require municipal representative(s) & security that are scheduled through the organization of the Township of Wilmot for each event at an additional cost on the rental contract. Cost is quoted based on expected attendance; type of event, duration of event & the times alcohol is served for.

Community Centres

HST not included

Haysville Community Centre

3433 Huron Road, New Hamburg, N3A3C9

Capacity – 125

See Small Hall Rates

Features: Rectangular tables, chairs, large kitchen area with plenty of counter space, appliances, and coffee percolators. Small, carpeted stage, microphone, and sound system. Access to a covered picnic shelter area, large grass field and public playground. The Haysville Community Centre uses well water, water jugs are continuously provided for drinking and, for dishwashing.

Mannheim Community Centre

1467 Mannheim Road, Mannheim, N0B2H0

Capacity – 125

See Small Hall Rates

Features: Rectangular tables, chairs, kitchen appliances, coffee percolators, dishwasher, bar fridge, serving window to main hall & Wi-Fi capabilities. Large, covered picnic shelter area included with hall rental. Access to a public playground, with surrounding grassy areas. Soccer field/ Baseball diamond may be included (if available) as an additional cost on the contract.

Please note: Alcohol can only be served indoors ONLY

New Dundee Community Centre

1028 Queen Street, New Dundee, N0B2E0

Hall

Capacity – 200

See Large Hall Rates

Features: Round tables, chairs, newly renovated “catering friendly” kitchen and appliances, coffee percolators, dishwasher, spacious countertop & centre island, serving window into the main hall. Separate bar area off of kitchen with bar fridge and serving window. Wi-Fi capabilities, microphone, podium & sound system (for microphone use only). Six risers included in the hall can be assembled to create a temporary stage.

New Hamburg Community Centre

251 Jacob Street, New Hamburg, N3A1C9

Hall

Capacity – 300

See Large Hall Rates

Features: High ceilings, round tables, chairs, newly renovated “catering friendly” kitchen and appliances, coffee percolators, dishwasher, spacious counter tops & island, serving window into the main hall. Separate room adjoined to kitchen and main hall with bar fridge and serving window and freezer (bar area for licensed events). Wi-Fi capabilities, microphone, podium & sound system (radio and auxiliary cord capabilities)

Note: The main hall is located on the second level of the building. A lift is available for accessibility but is for the mobility of people only (not to be used for transportation of DJ equipment, catering, alcohol or event supplies)

St. Agatha Community Centre

1791 Erb's Road, St. Agatha, N0B2L0

Hall

Capacity – 410

See Large Hall Rates

Features: Large main hall with high ceilings, durable synthetic multipurpose flooring, large carpeted stage, round tables, few rectangular tables, chairs, kitchen, coffee percolators, separate bar area (for licensed events). Podium, microphone and P.A system (operated from Bar Area). Community Centre is close to outdoor public playground and ball diamond. Ball diamond (if available) can be booked as an additional cost on contract.

Wilmot Recreation Complex

1291 Nafziger Road, Baden, N3A0C4

Please note: Due to staffing and security, all Community Centre rentals must end by 11:00pm including clean-up.

Community Centre (can be divided into 2 half halls- see Meeting room A/B)

Capacity – 180

See Large Hall Rates

Features: Located on second floor with elevator and stair access, catering-friendly kitchen with plenty of counter space, centre island with sinks, large serving window to main hall, coffee percolator, rectangular tables, chairs. Podium, & corded microphone (if available upon request)

no weddings or buck n does

Meeting Room A

Capacity – 90

See Small Hall Rates

Features: (Half hall of Community Centre, separated by a wall divider) Located on second floor with elevator and stair access, catering-friendly kitchen with plenty of counter space, centre island with sinks, large serving window to main hall, coffee percolator, rectangular tables, chairs. Podium, & corded microphone (if available upon request)

no weddings or buck n does

Meeting Room B

Capacity – 90

See Small Hall Rates

Features: (Half Hall of Community Centre) Located on the second floor with elevator and stair access, rectangular tables, chairs. Podium, & corded microphone (if available upon request) Access to a countertop & sink. This room would require set-up of a portable bar.

no weddings or buck n does

For a full listing of Wilmot Township fees and charges please visit:
www.wilmot.ca or the link below

Fees and charges

Terms and Conditions – Facility Rentals

Access to the facility is granted as per the arrangements made with the Township of Wilmot Facility Booking staff. The time required for the rental(s) is reflected on this permit, indicates the event start time and event end time. The time reflected must include any set up and clean up time. Access to the facility is not permitted prior to the event start time, the facility must be vacated by the end time indicated on this permit.

CANCELLATION- Community Centres

Cancellation of rental must be provided by the renter with a minimum of ninety (90) days' notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township ninety (90) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Cancellations will be subject to a $40.00 administration fee per date cancellation.

Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued for cancellations within the parameters of terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of $42 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

Cancellations due to inclement weather can be rescheduled at no additional charge. A credit for time cancelled within these parameters can be held on the account for a maximum of 3 years.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust, cancel, withdraw or reschedule any and all allocated facility time for any reason, and at any time. This may be in the event of tournaments, special events, playoff games, in the case of emergencies, health and safety concerns or unforeseen circumstances. All reasonable efforts will be made to advise affected groups as early as possible. The rental fee for a cancelled rental(s) shall not be payable. The Township will not be liable for any costs/damages as a result of a cancelled rental(s).

The Director of Community Services or designate, at their sole discretion, may deny future permits for reasons including, but not limited to, the failure of the Permit Holder to comply with any Federal, Provincial or Municipal laws, by-laws, policies and regulations, and any other conditions that may be imposed by the Township.

DAMAGE DEPOSITS

Damage deposits shall be applied in part or whole to any expenses incurred by the Renter as a result of damage or loss of the facility and or equipment during the rental and towards any penalties or extra staffing fees applicable. Should the damage and or penalties be more than the amount of the damage deposit, the Renter will be invoiced for the remaining amount.

INSURANCE & INDEMNITY

Insurance is required for all rentals. All permit holders must hold proof of Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability endorsement, severability of interest provisions and contractual liability.

The Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township of Wilmot, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the Event proposed by the Event Organizer, its agents, employees and sub-contractors on the property of the Township of Wilmot, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event Organizer, its agents, employees or sub-contractors.

CONDUCT & USE

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event, including to abide by all Federal, Provincial and Municipal laws, by-laws, policies and regulations, and any other conditions which may be imposed by the Township.
Any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence will be the responsibility of the permit holder, who will be held responsible for the payment of any repairs.
The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

The Township of Wilmot is committed to a hate-free environment for all who use Township facilities or property and does not tolerate, ignore or condone harassment or discrimination of any kind. Individuals are obliged to refrain from harassment/hate activity. Violence will not be tolerated and will result in the immediate cancellation of the permit(s).
The renter agrees not to hold, sponsor and promote any function deemed to be publicly or morally offensive or that in any way would contravene any Statute, Law or Regulation of the Government of Canada or the Province of Ontario.

There is absolutely no subletting of Township Facilities. Permit Holders who sublet a Township of Wilmot facility risk their permit being cancelled immediately and will jeopardize all future permitted time with the Township of Wilmot.

The Township of Wilmot shall provide hall, limited tables and chairs, hydro, water, washrooms and cloakroom facilities or any other equivalent substitution or any items mutually agreed on between the Township of Wilmot and the Renter

Although the renter is permitted to use the hall and kitchen facility and its appliances, the contents of the hall, p.a. system and kitchen (place settings, cookware, flatware, cooking utensils, etc.) are there for convenience only. It is the sole responsibility of the renter to supply all provisions necessary for a successful event/function.

If there is a power failure, water failure, breakdown of equipment or failure to provide satisfactory facilities for the operation of the hall in a manner satisfactory to the renter, thus resulting in their cancellation of all or part of a rental session, the renter shall not be obligated to pay the rent for such period of cancellation and The Township of Wilmot shall not be liable to the renter for failure to supply hall facilities by reason of any of such causes.

Persons under the age of 18 years of age are not permitted to be a permit holder or sign this rental contract.

Zero Tolerance Alcohol Policy - Any unauthorized use of alcohol in Township facilities will result in the immediate cancellation of the permit(s). The consumption of alcoholic beverages/drugs or having open containers of alcohol in non-licensed areas or meeting rooms are NOT permitted in any Township of Wilmot facility.

Smoking/Vaping is NOT permitted in any Township of Wilmot facility as per the Smoke-Free Ontario Act (SFOA) 2017. The Smoke Free Ontario Act prohibits smoking within 20 metres of playgrounds, play areas, sporting areas, and spectator areas next to sporting areas. All Township indoor facilities and Community Centre grounds are smoke free environments. These restrictions apply to the smoking of tobacco, cannabis (medical and recreational) as well as vaping or electronic cigarettes.

Anytime food is made available to the General Public (either sold or given away), the renter must contact the Region of Waterloo Public Health Department at (519) 575-4400.

Non-licensed gambling or gaming activities are not permitted.

For emergencies when Township of Wilmot staff are not present, please contact the after-hours EMERGENCY ON CALL for Parks and Recreation Services 519-465-0876.

Guidelines and Regulations

Rental fees must be paid in full, and all necessary documentation provided prior to your event. The mutual release of the contract will be on the receipt of payment of the balance owing and all required documentation having been received by the Township. Personal cheques will not be accepted for rentals occurring in less than 7 days. The renter is responsible for S.O.C.A.N and Re:Sound fees, where applicable.

Additional fees such as SOCAN, Security, insurance etc. that are not determined by the Township of Wilmot are subject to change without notice.

Effective January 1, 2020 the Township of Wilmot has banned single-use plastic drinking straws from municipal facilities, and will allow compostable drinking straws only. The Township also strongly encourages the use of re-usable, recyclable or compostable plates, cups, utensils and food containers in our facilities".

The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found. Failure to leave the facility in the same condition will result in additional clean-up or damage fees levied upon the renter.

Excessive use of amplified/loudspeakers will not be permitted. The renter agrees to be respectful of surrounding neighbours' and to minimize the sound of music and/or announcements whenever possible.

It is the Renters responsibility to ensure all guests in attendance are supervised, especially children.

Due to liability and insurance purposes, the facility must be cleaned up and vacated by the end time reflected on the permit. If the facility is not vacated, the renter will be invoiced for the additional time.

Decoration:

NO PINS, TACKS, ADHESIVE TAPE (SCOTCH TAPE) OR DUCT TAPE can be used when decorating facilities. MASKING TAPE OR PAINTER'S TAPE are the only items allowed.

If using candles as a centerpiece in Community Centres (i.e. weddings), please note that the Fire Code requires that the candles must be held in a glass container with the flame not exceeding the height of the container. ***Use of open flames are not permitted (this includes birthday candles)** in accordance with the Ontario fire code.

Clean up:

At the end of the event, the renter is responsible for washing and drying off all tables. Tables are not to be put away wet. The tables and chairs are to be stacked and put away as they were found. The kitchen, island, countertop and serving areas are to be wiped clean.

The renter is required to dry mop the floor and all garbage must be removed from the hall and placed in the outside bins.

ALL food, beverages and decorations must be removed at the end of the event. It is required that the Renter do a final walk around to ensure proper compliance with all the above.

Rental closing checklist, Fire Plan and an incident report are included in a separate attachment.

Failure to abide by any or all Terms and Conditions and Guidelines and Regulations in this Contract may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for the next season. By signing this permit, you agree to all of the above terms, conditions, guidelines, and regulations.

Licensed Rentals- Terms and Conditions

EVENTS WITH ALCOHOL

All Licensed rentals are subject to the terms and conditions of the Township of Wilmot's **Municipal Alcohol Policy** and the **Alcohol and Gaming Commission of Ontario**. Should any of the conditions of the rental or the Municipal Alcohol policy not be met, the rental/event may be cancelled at the discretion of the Township without reimbursement to the renter. All rental contracts receive a copy of the Municipal Alcohol Policy.

A minimum of one Municipal Representative is required to attend events where alcohol will be served. The Municipal Representative is an employee/ representative of the Township of Wilmot not the Renter. They are responsible to further ensure the event is carried out in accordance with the policies and procedures of the Township of Wilmot and have the authority to close the bar and the event should these policies not be adhered to.

As of July 1, 2012, the Alcohol and Gaming Commission of Ontario stipulates that private event(s) including Weddings and Buck and Does are invited guests only and these events **must not** be advertised to the public including by way of flyers, newspapers, internet, radio or other social media. This applies to all private events with invited guests.

The renter is responsible for obtaining their own Special Occasion Permit, as well as the purchase of all beer, liquor, mix, ice and cups required for the event. S.O.P/ liquor license and receipts for purchased alcohol must be kept with the S.O.P & available for inspection at your event.

The special occasion permit allows the consumption of alcohol in the licensed area of the premises only (hall). This does not include hallways, stairwells, coat rooms or the exterior of the facility. Alcohol cannot be removed from these premises during the licensed hours.

Serving and consuming alcohol is only permitted within the hours specified on the liquor license – no later than 1am. Consuming alcohol before the bar opens or after the bar closes is strictly **prohibited**.

The renter agrees to have the facility cleared of all evidence of service and consumption of liquor and guests' one-half hour after the closing time as stipulated by the L.L.B.O and reflective as the end time on the liquor license.

The event organizer(renter), door monitors, floor supervisors, and servers **shall not consume alcohol** during or after the event has concluded nor shall they be under the influence of any alcohol or substance during the event

There are telephones located in all our facilities. **In the event a problem should arise, please notify the Municipal Representative. If there is no staff from the Township present, the after-hours emergency pager # is 465-0876. Please use this number only in the event of an emergency and no staff member present.**

Guidelines and Regulations

The renter/ event organizer is responsible for the entire event & must ensure that the Municipal Alcohol Policy is always adhered to. All rentals receive a copy of our **Municipal Alcohol Policy.**

The renter/ event organizer is responsible to ensure the guest to event worker ratios are met (refer to page 10 of MAP policy) and a checklist (refer to page 17-19) with all the applicable information is provided to the facility scheduler 30 days prior to your rental date.

A municipal representative is booked through the Township as an additional cost on the contract. Municipal Representative hours of requirement is determined based on the serving hours of alcohol. The Municipal Representative will arrive 1 hour prior to the opening of the bar and will remain for the duration of the event. The municipal representative is a Township of Wilmot Staff or approved security who attends and monitors the event on behalf of the Township and monitors compliance of all rules and regulations.

A liquor license is required for the Township to have on file prior to your event. The hours on the liquor license are reflective of when alcohol would be served at the event. A liquor license can be applied for online by visiting www.agco.on.ca. Please note: Bar serving hours must end no later than 1am. (Time restrictions further apply for the WRC Community Centre)

There will be no "LAST CALL"

Upon the Municipal Representative's arrival, the renter should introduce themselves, so they are aware of who is responsible for the event.

The renter is responsible to ensure the appropriate arrangements have been made if the event is to include a cash bar. The Municipal Representative(s) do not handle cash. The renter is responsible for someone to sell liquor tickets.

Drinks MUST be served in a re-usable, recyclable, or compostable cups. The renter is responsible for supplying an adequate amount of plastic beer cups and a different colour of cup shall be used for non-alcoholic drinks.. When purchasing your cups please ensure they are 16 fluid oz. (450 ml) cups in order to hold a full bottle of beer. Beer bottles are *NOT PERMITTED* on the floor at any time, so it is wise to have an ample supply. The same applies for plastic wine and liquor glasses.

*For formal dinner settings (wedding reception for example), glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of dinner.

Bartenders:

- The Bartenders have the authority to refuse to serve any individual who provides alcohol to an individual who has already been refused alcohol because of intoxication, or any other reason they deem necessary. Further the Bartenders & event workers may require that any individual considered to be intoxicated or any person who provides alcohol to an individual considered to be intoxicated, to leave the premises immediately.

- Guests can only be served a maximum of two alcoholic drinks at any one time.

- The bartenders are to serve wine and beer only. (Pre-made alcoholic drinks such as Jello Shooters & punches are not allowed) Bartenders are to pour 1 oz. shots for mixed drinks and direct everyone to a separate table for orange juice, Coke, Ginger Ale, ice cubes, etc. The "mix table" is usually set up with your tea, coffee, fruit drinks, etc. for the designated drivers.

- Bartenders are required to bring their own means of serving supplies (corkscrews, liquor dispensers, bottle openers, cloths etc.)

Should any of the conditions of rental or the Municipal Alcohol Policy not be met, the event may be cancelled at the discretion of the Township without reimbursement to the Renter.

Booking Process

Requests can be made in person at the Wilmot Recreation Complex, by phone 519-634-9225 or by email to the Township staff related to your inquiry.

When a date and location have been determined, the following information is required to create an account and contract.

- Full name of who is responsible for the event and listed on the contract
- Address
- Phone number
- Type of Event/Function
- Expected Attendance
- Do you or your group have insurance?
- Times required for hall use: inclusive of set-up & clean-up

Please note: The same name must be listed on all documentation (ie. Permit, liquor license, certificate of insurance and any other papers required).

Payment

- Credit card payments (by phone) can be made with Facility Scheduling Staff, Monday-Friday 8:30am-4:30pm
- Cash, Debit Card or Credit Card payments in person only at Wilmot Recreation Complex Recreation Complex, Monday-Friday 8:30am-8:00pm, Saturday 8:30am-4:00pm, Sunday 1:00pm-4:00pm
- Cheque payments (in person or by mail). Please make your cheque payable to the Township of Wilmot and note your Permit number on the front of the cheque. Cheques will not be accepted for rentals occurring in less than 7 days. In person only at Wilmot Recreation Complex, Mon-Fri 8:30am-4pm. If sending by mail, please send to:

  Township of Wilmot - ATTN : Facility Scheduling
  60 Snyder's Road West
  Baden, ON N3A 1A1

Special Requirements

Your event (at the discretion of the Township of Wilmot) may be subject to additional licensing & requirements. The Township of Wilmot booking staff must be notified of any special activities at the time of booking such as, but not limited to:

- Alcohol Sales
- Merchandise Sales
- Bouncy Castles
- Food Sales
- Fundraising Activities

SOCAN & RE: SOUND

- Is an organization for Canadian musicians, composers and artists
- This is a royalty fee we must collect when music is played in our halls
- This fee is still relevant if you have a DJ, live music, or playing songs on a device (phone, computer etc.)
- These rates are assigned by SOCAN not the Township of Wilmot

SECURITY

- Security is required for licensed events such as buck n does & where the public are invited

INSURANCE

- Liability insurance is mandatory for all Township rentals, naming the Township of Wilmot <60 Snyder's Rd W Baden ON N3A1A1> as additional insured. As deemed by the Township, Special Events and licensed rentals are subject to **$5million liability coverage**.
- Certificate must be in the same name as the permit/ contract or organization name if applicable
- Please speak to a facility scheduler for further information regarding insurance.

The Township of Wilmot reserves the right to amend the insurance and provisions required at any time.

Insurance can be obtained through:
A licensed insurance company meeting all requirements outlined including cross-liability endorsement, severability of interest provisions and contractual liability.
PAL Canada Home (palcanada.com)
Or Instant Risk Coverage by creating a user portal: User Portal | Instant Risk Coverage
*NOTE: These links are provided as a reference only and not as a Recommendation.

Keys

Keys are required to access all booked indoor facilities (except for the Wilmot Recreation Complex location, as this is a staffed facility). Keys will be ready to be picked up at the Wilmot Recreation Complex customer service desk: 1291 Nafziger Road Baden as arranged with the facility scheduler

Key Return:
For licensed rentals, it is the renter's responsibility to ensure the keys are given to the Township Municipal Representative at the end of your event & upon closing. Our Municipal Reps/ Authorized personnel will return the key.

Hall Viewings:
Subject to availability, viewings can take place Monday- Friday 8:30am-8:00pm (No Weekend viewings permitted). Arrangements for a date and time must be made with a facility scheduler to pick up a key at the Wilmot Recreation Complex; Customer Service desk in Baden <1291 Nafziger Rd Baden ON> Monday-Friday 8:30am-8:00pm

As a staffed facility, the Wilmot Recreation Complex is accessible most of the time for a viewing. However, it is best to still check with our facility scheduling staff (519-634-9225 x 253) for available viewing dates and times.

Vendors

Unless authorized by permit, no person shall, while in any facility or park, sell or offer or display for sale:
(a)Any food, drink or refreshment;
(b)Any goods, wares, merchandise or articles including promotional material, souvenirs and novelties; and/or
(c)Any art, skill, service or work.

The issuance of this permit shall not relieve the Permit Holder from the necessity of acquiring any other licence or permit required for the permit activity from any governmental or public authority.

Guidelines on Gambling

Non-licensed gambling or gaming activities are not permitted.
Gambling or lottery is defined as any time money is paid with the chance to win a prize. If the activities have three elements: consideration, chance and prize, it is considered gambling.

The policy for gambling prohibited is taken from The Criminal Code of Canada. A licensee and/or designate who are not in compliance with The Criminal Code of Canada may be subject to a fine or

imprisonment. In order to obtain a license, the group renting the facility must be a licensed charitable organization (i.e. the Optimist Club must obtain a license to raffle off tickets).

A license is required, if you are selling raffle tickets or tickets to see if you have the lucky number to win a prize. This is considered a lottery, whether the winning numbers are posted, or a ticket is drawn from a drum. As per your Special Occasion Permit, do not raffle liquor or hold contests that involve winning liquor – gift certificates may be used as an alternative.

Examples of gambling activities that <u>are prohibited without a license:</u>

- Raffles, 50/50 Draws
- Crown and Anchor
- Arms lengths of tickets

Examples of activities that <u>are permitted:</u>

- Fish / Duck Pond – catch a fish / duck, number on the bottom which coincides with a numbered prize.
- Silent Auction – where you bid on an item
- Loonie Toss – closest to the prize wins
- Ball Toss, Beanbag Toss, Ring toss / Hula hoop toss
- Limbo Contest
- Trivia Contest
- Guess the actual retail price – closest wins
- Loonie Drop – drop into a cup in bottle of water if it goes in the cup, person wins
- Balloon Stomp – purchase a balloon, tie on ankle, last one with the balloon wins
- Guess amount in jar – closest wins
- Bowling – must keep up one coloured pin to win a prize

Any activities that are not listed above, how to apply for a lottery license or for more information, please call the Clerk's Department. The Alcohol and Gaming Commission of Ontario requires *organizations* wishing to run lotteries such as bingo games, raffles or Nevada break open tickets, to apply for a license in the municipality where the event is to be held. Additional information and application forms are available from the Alcohol Gaming Commission of Ontario website www.agco.on.ca.

Lottery Licensing Frequently Asked Questions

1. What types of lottery events are licenced by the Township?

    - Bingo events with prize boards of up to $5,500;
    - Non-electronic raffles with prizes of up to $50,000;
    - Break open ticket events that are not conducted in conjunction with another licensed gaming event, and where the tickets are sold within the municipality;

- Bazaar lotteries which include: wheels of fortune with a maximum individual bet of $2.00, raffles not exceeding $500 in prizes, and bingo events not exceeding $500 in prizes; and
- Media bingo events with prizes of up to $5,500.

2. What does the Township not issue licences for?
    - The Township of Wilmot does not issue lottery licences for the following, even if the intention is to donate the proceeds raised to charity:
        - for-profit organizations;
        - private events such as stag and does, birthday parties or corporate events;
        - professional associations, unions, or employee groups;
        - adult sports clubs;
        - private sports clubs;
        - social clubs; or
        - governments.
3. Do I require a lottery license to conduct my event?
    - Lottery events require a licence. A lottery event is defined as any event that has the following three components:
        - a prize;
        - a chance (to win the prize); and
        - a cost or consideration to participate.
4. Is there a minimum prize value?
    - The total retail market value of the raffle prizes to be awarded must not be less than 20% of the total value of all tickets issued.
5. What is the cost of a lottery licence?
    - 3% of the total prize value. In the case of a 50/50 raffle, the fee will be calculated at 3% of the total maximum prize value, which is determined by the maximum number of tickets issued as set out in the application.
6. If I am a member of the Board of Directors or lottery / fundraising committee, can I purchase a lottery ticket for that lottery event?
    - No. In accordance with the Lottery Licensing Policy Manual, this constitutes a conflict of interest and is not permitted.

Where can I find more information about lottery licensing?

- Wilmot Township Website
- AGCO's Lottery Licensing Policy Manual
- Contact Legislative Services by:
    i. phone (519-634-8519 ext. 9278); or
    ii. email at licensing@wilmot.ca.

Frequently Asked Questions:

What paperwork should I bring to the Hall on the day of my event?

- Your rental contract (most up to date copy if amendments or changes were made) are a must
- Insurance Certificate
- Event organizer checklist
- Confirmation of security arrangements – if required
- Liquor License with receipts for all purchased alcohol attached – must be posted on the bulletin board in the bar Note: Only the alcohol shown on the receipts can be served – this includes purchases at the L.C.B.O. and/or The Beer Store. Any other alcohol MUST be shown on the Liquor License (i.e. homemade wine, etc.) The Municipal Representatives are authorized to close the bar if these procedures are not adhered to.

When can I get access to the Hall?

- Your permit sets out the date(s) and times of your rental.
- The end time is when you must vacate the premises – this includes clean up and the tearing down of all decorations.

Can I get in earlier? Can I set up / decorate the night before my event?

- If the Hall is available, we can book you in for "set up / decorating"
- This should be arranged at least one week before to adjust our maintenance schedule.
- A revised permit (or Amendment) will be prepared - a set up / decorating fee will apply.

Can I come back the day after my event to clean up and/or take down my decorations?

- Based on availability, & arrangements made with the facility scheduler you may be able to book the following morning to take down decorations.
- Clean up (wiping down tables/chair/kitchen counters, etc.) and the removal of all articles (including alcohol/food/personal items) must be done on the night of your event. Decorations and any additional cleaning required can be done the following morning.
- Arrangements must be arranged at least one week before your date to allow for permit changes and payment as well as adjustments to our maintenance schedule.

Where do I put the garbage at the end of the night?

- Each facility has its own garbage bins or garbage disposal practices – usually located outside the building

Is there an extra fee for the Kitchen?

- No, the kitchen and the contents that are there the night of your event is included in the hall rental.
- As we cannot guarantee items (i.e. the number of plates / cutlery) it is recommended that you do a final review just prior to the date of your event to see if it might be necessary to provide/rent additional items.

Does the Hall have tablecloths, dishes, etc.?

- Unfortunately, we do not have tablecloths - they are usually provided by a caterer or through a rental business
- Our kitchens do have dishes, however, they may be limited in number and the quantity varies.
- It is recommended that an inventory of your needs be taken prior to your event and if necessary, make further arrangements with your caterer (or rental business) to obtain whatever might be required.
- Tea towels / dishcloths / dishwashing soap must be provided by the renter.
- Dry Mops, brooms, etc. are in each hall.

Contact us:

WILMOT RECREATION COMPLEX Administration Office – Arena side
1291 Nafziger Road (at Highway 7) Baden, ON N3A 0C4
Phone 519-634-9225 Fax Phone 519-634-9329
Office hours: Monday - Friday, 8:30 am to 4:30 pm – closed on weekends.

For a full listing of Wilmot Township fees and charges please visit:
www.wilmot.ca or the link below

Fees and Charges