



## 2022 Facility Rental Guide

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

The Township of Wilmot has a variety of meeting rooms & community centers available for rent. 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, please contact the facility scheduler to receive a **Licensed facility rental guide**. Staff will also assist you by explaining the requirements of the Township of Wilmot Municipal Alcohol Policy as well as other municipal rules and regulations.

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

HST & insurance are not included

## MEETING ROOMS

The Wilmot Township meeting rooms include tables & chairs but do not include kitchen access. In place of a kitchen however, some of our larger meeting rooms offer a counter-top and sink that can be utilized for convenience.

<b>Meeting Rooms</b>	
<b>Small Meeting Room Capacity 25 under</b>	
Hourly Rate (Monday – Sunday)	\$13.62
Daily Rate (room rental over 3 hours)	\$48.14
<b>Large Meeting Room - Capacity up to 90</b>	
Hourly Rate (Monday – Sunday) – up to 50 capacity	\$28.06
Daily Rate (room rental over 3 hours) – up to 50 capacity	\$105.02
Daily Rate Sunday – Thursday (room rental over 3 hours) – up to 90 capacity	\$103.06
Friday – Saturday Day Rate only – up to 90 capacity WRC Half Hall	\$161.93

## 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.

<b>Community Centre</b>	
<b>Small Hall : Capacity up to 125</b>	
Hourly Rate (Sunday – Thursday, up to 3 hours)	\$28.06
Daily Rate (Sunday – Thursday rental over 3 hours)	\$105.02
Friday & Saturday - Day rate only	\$165.29
<b>Large Community Centre - Capacity 180 - 410</b>	
Hourly Rate (Sunday – Thursday, up to 3 hours)	\$49.05
Daily Rate (Sunday – Thursday rental over 3 hours)	\$209.63
Friday & Saturday - Day Rate only	\$323.85- \$468.64

## Administration Building

60 Snyder's Road West, Baden, N3A1A1

Councillors' Gallery

Capacity – 20

Monday – Thursday (per hour): \$13.62 +HST

Available 6pm – 9pm

Friday – Sunday: Not available

**Features:** small kitchenette, library table



Swartzentruber Room

Capacity – 15

Monday – Thursday (per hour): \$13.62 +HST

Available 6pm – 9pm

Friday – Sunday: Not available

**Features:** white board, board room table, chairs



Wilmot Community Room

Capacity – 50

Monday – Thursday (per hour): \$28.05 +HST

Available 6pm – 9pm

Friday – Sunday: Not available

**Features:** access to small kitchen, white board, rectangular tables, chairs, lounge sofas and chairs



## Haysville Community Centre

3433 Huron Road, New Hamburg, N3A3C9

Capacity – 125

Sunday – Thursday (per hour): \$28.06 +HST

Daily (more than 3 hours): \$105.02 +HST

Friday – Saturday: \$165.29 +HST

**Features:** Rectangular tables, chairs, large kitchen area with plenty of counter space, appliances, and coffee percolators. Small, carpeted stage, microphone and sound system. Outdoors: 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. Wi-Fi capabilities



### Mannheim Community Centre

1467 Mannheim Road, Mannheim, NOB2H0

Capacity – 125

Sunday – Thursday (per hour): \$28.06 +HST

Daily (more than 3 hours): \$105.02 +HST

Friday – Saturday: \$165.29 +HST



**Features:** Rectangular tables, chairs, kitchen appliances, coffee percolators, dishwasher, bar fridge, serving window to main hall & Wi-Fi capabilities. Outdoors: Large wooden covered picnic shelter area with concrete base and picnic tables is included with the rental of the hall. Exclusive use of the shelter is available May-October (weather permitting). Close access to a public playground, with surrounding large green spaces, ball diamond & Soccer Field. Sports fields, if available, can be added to the contract as an additional cost. Wi-Fi capabilities

### New Dundee Community Centre

1028 Queen Street, New Dundee, NOB2E0

Capacity – 200

Sunday – Thursday (per hour): \$49.05 + HST

Daily (more than 3 hours): \$209.63 +HST

Friday – Saturday: \$359.45 +HST



**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,

Capacity – 300

Sunday – Thursday (per hour): \$49.05 + HST

Daily (more than 3 hours): \$209.63 +HST

Friday – Saturday: \$394.79 +HST

**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 DJ equipment, catering or event supplies)



## Meeting Room

Capacity – 15

Any day (per hour): \$13.62+HST

Daily (more than 3 hours): \$48.14 +HST

**Features:** Rectangular tables, chairs, located on the main floor on the community centre side



## Multipurpose Room

Capacity – 25

Any day (per hour): \$13.62+HST

Daily (more than 3 hours): \$48.14 +HST

**Features:** Rectangular tables, chairs, sink, outlet, and counter behind closet door, washroom. Located on main floor on the Arena side of the building



### St. Agatha Community Centre

1791 Erb's Road, St. Agatha, N0B2L0

Capacity – 410

Sunday – Thursday (per hour): \$49.05 + HST

Daily (more than 3 hours): \$209.63 +HST

Friday – Saturday: \$468.64 +HST

**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. Wi-Fi capabilities



### Senior's Room

Capacity – 50

Sunday – Thursday (per hour): \$13.62 + HST

Daily (more than 3 hours): \$48.14 +HST

**Features:** square tables, chairs, carpeted room, does not include kitchen access



### Wilmot Recreation Complex

1291 Nafziger Road, Baden, N3A0C4

Community Centre

Capacity – 180

Sunday – Thursday (per hour): \$49.05 + HST

Daily (more than 3 hours): \$209.63 +HST

Friday – Saturday: \$323.85 +HST

Half Hall \$161.93

**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 available upon request \*\*no weddings or buck n does\*\* Please note: Due to staffing and security, all Community Centre rentals must end by 11:00pm including clean-up. Wi-Fi Capabilities



### Meeting Room A

Capacity – 90

Sunday – Thursday (per hour): \$28.05 +HST

Daily (more than 3 hours): \$105.02 +HST

Friday – Saturday: \$161.93 +HST

**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 available upon request



### Meeting Room B

Capacity – 90

Sunday – Thursday (per hour): \$28.05 + HST

Daily (more than 3 hours): \$105.02 +HST

Friday – Saturday: \$161.93 +HST

**Features:** (Half hall of Community Centre) Located on second floor with elevator and stair access, rectangular tables, chairs. Podium, & corded microphone (if available upon request) Access to a countertop & sink



### Dryland Training Room

Capacity – 18

Any day (per hour): \$28.05 +HST

\$1.77 +HST per person for equipment use

**Features:** located on second floor, elevator and stairs, large mirror, change-rooms, access to equipment with an additional cost on contract.





#### Program Room

Capacity – 50

Any day (per hour): \$28.05+HST

Daily (more than 3 hours): \$105.02 +HST

**Features:** rectangular tables, chairs, large white board, fridge, microwave, countertop & sink



#### Wayne Roth Meeting Room

Capacity – 50

Any day (per hour): \$28.05+HST

Daily (more than 3 hours): \$105.02 +HST

**Features:** located on second floor, elevator and stairs, white board, rectangular tables & chairs



#### Wilmot Meeting Room

Capacity – 15

Any day (per hour): \$13.62 + HST

Daily (more than 3 hours): \$48.14 +HST

\*Rentable: Weekdays 8am-4pm only

**Features:** fixed boardroom table, chairs, whiteboard



#### Activities Room

1291 Nafziger Road, Baden, N3A0C4

Capacity – 15

Any day (per hour): \$13.62 + HST

Daily (more than 3 hours): \$48.14 +HST

**Features:** white board, rectangular tables



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 – Meeting Rooms**

Cancellation of rental must be provided by the renter with a minimum of seven (7) days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township seven (7) days prior to the rental date(s), the Licensee will be charged the full cost of the booking.

### **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.

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 \$35 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. This will be in the event of tournaments, special events, or playoff games, or in the case of emergency 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).

### **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 and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

## **CONDUCT & USE**

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for 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 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.

The contract is not transferable, and the renter is not permitted to sublet the rental designated under this agreement.

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.

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.

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, if applicable.

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 to all the above.

Rental closing checklist, Fire Plan and a 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.



Requests can be made in person at the Wilmot Recreation Complex, by phone 519-634-9225 or by email 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 the person who will be listed on the contract and responsible for the overall event
- Address
- Phone number
- Contact email
- Organization name and address (if applicable)
- Type of Event/Function
- Expected attendance
- Will alcohol be served at your event?
- Do you or your group have insurance
- Times required: inclusive of set-up & clean-up

**Please note:** The same name must be listed on all documentation (ie. Permit, certificate of insurance and/ or 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-9:00pm, Saturday 8:30am-5:00pm, Sunday 1:00pm-5:00pm
- 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

### 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 are subject to \$5million liability coverage. If the event is licensed further alcohol liability coverage is required.
- Certificate must be in the same name as the permit/ contract or organization name if applicable
- Insurance can be purchased through the Township of Wilmot as an additional cost on your contract. Event type and expected attendance #'s are required to provide a quote
- Please speak to a facility scheduler for further information regarding insurance purchased through the Township.

### 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.)
- SOCAN rates are assigned by SOCAN not the Township of Wilmot

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
- Security

### 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

It is the renter's responsibility to ensure the keys are returned to the Wilmot Recreation Complex customer service desk, as arranged with the Facility Scheduler. Lost or stolen keys are subject to an administration fee to re-key the facility.

### Hall or Meeting room 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 ) for available viewing dates and times.

## 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 **are prohibited without a license:**

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

Examples of gambling activities that **are permitted:**

- 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 licence 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](http://www.agco.on.ca).

## Lottery Licensing Frequently Asked Questions

1. What types of lottery events are licensed by the Township?  
The Government of Ontario, by Order-in-Council designates the Alcohol and Gaming Commission of Ontario and municipalities as licensed authorities. The Township issues the following types of events:
  - Bingo – A game of chance where players are awarded cash or a prize for being the first to complete a specified arrangement of numbers, selected at random, on preprinted cards. Events with prize boards of \$5,000 and under are licensed by the Township.
  - Raffle – A lottery scheme where tickets are sold for a chance to win a prize in a draw of up to \$50,000 value. Draw values over \$50,000 are licensed by the AGCO.
    - Break Open Tickets – are instant-win lottery tickets commonly known as Pull Tab, Nevada or Break Open Tickets
    - Bazaars – A one-day event where a combination of lotteries may be conducted
2. Do I require a lottery license to conduct my event?
  - Are you holding a Raffle, Bazaar, 50/50 or Calendar Draw?
    - i. Yes – a license is required, all above mentioned lottery schemes require a licence, if you are unsure contact the Deputy Clerk
3. Is there a minimum prize value required?
  - Regardless of the prize value a lottery license is required for all licensable events. If your organization is planning on holding a series of small events, for example weekly 50/50 draws, one licence can be issued for several draws.
4. Is that a maximum prize value?
  - The Township can issue licenses to eligible organizations for prize values under \$50,000. Prize values over \$10,000 require Council approval.
5. What is the cost of a lottery licence?
  - 3% of the total prize value
6. If I am a member of the Board of Directors or lottery / fundraising committee, can I purchase a lottery ticket on that lottery event?
  - No. In accordance with the AGCO rules and regulations, this constitutes a Conflict of Interest and is not permitted.

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

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 than what appears on my permit? Can I set up / decorate the night before my event?

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

- If available, a revised permit will be issued and additional fees may apply. Call the Facility Scheduler (519)634-9225

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.
- Because 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 the 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.
- 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.

Customer service desk hours: Monday - Friday 8:30 to 9:00 pm; Sat 8:30am-5:00pm & Sun 1:00pm-5:30pm (Customer Service desk hours; subject to change)

For a full listing of Wilmot Township fees and charges please visit:

[www.wilmot.ca](http://www.wilmot.ca) or the link below

[2022 Fees and Charges](#)