

FACILITY AGREEMENT PART III

Community Centre Information Sheet

ROOM CAPACITIES:

Auditorium:	85' long x 38' wide = 3,230 square feet	Capacity of room	- 270 persons
		Chairs only	- 360 persons
Multi-Purpose:	48' long x 24' wide = 1,152 square feet	Capacity of room	- 75 persons
Youth Room:	32' long x 13' wide = 416 square feet	Capacity of room	- 20 persons
Boardroom:	25' long x 18' wide = 450 square feet	Capacity of room	- 30 persons

Equipment:

Auditorium:	250 chairs
Tables:	54 tables are 4' x 2.6'
	8 tables are 10' x 2.6'
	3 tables are 8' x 2.6'
Multi-Purpose:	50 chairs /10 tables 6' x 2.6'
Wifi password:	PublicAccess

Candles: Candles are permitted, but they are not to be used in a procession and must be in a proper candle holder which will contain the overflow of the candle.

Catering Groups: *No kitchen fee or kitchen supervisor fee is charged if one of the following groups caters, otherwise fees will apply.*

Port Williams and District Lions Club Contact: **Ernie Hovell: 902-542-3933**

Port Williams Women's Institute Contact: **Ruth Blenkhorn: 902-542-7141** (for 50 persons and under only)

Bar Facilities: *To be operated by the following groups in Auditorium or Multi-Purpose Room only:* Port Williams Vol. Fire Department Contact: **Phillip Porter: 902-690-7137**

Port Williams & District Lions Club Contact: **Brian Tupper H: 902-542-3432 Cell: 902-679-9160**

Custodian Services for a fee: Contact: **Brian Tupper H: 902-542-3432 Cell: 902-679-9160**

Kitchen Log Book: Please report any breakage or items which need attention in the log book found in the kitchen.

Stage (Auditorium): There is an additional charge of \$150. for taking down the stage.

Library: During open hours of the Library extra care must be taken to be quiet during set up, function and take down. Library hours are: Mondays from 2-5 and 6:30-8:30, Wednesdays from 10-5, Fridays from 2-5 and 6:30-8:30 and Saturdays from 10-2.