

Port Williams Village Commission
Community Centre Information Sheet

Facility Agreement Addendum – Part III

Room Capacity and Equipment			
	Auditorium	Multi-Purpose Room	Youth Room
Capacity	270 persons (without table & chairs)	75 persons (without table & chairs)	20 persons (without table & chairs)
Area	85' L x 38' W = 3,230 sq. ft.	48' L x 24' W = 1,152 sq. ft.	32' L x 13' W = 416 sq. ft.
Chairs	250	50	30
Tables	58 (4'x2.6'), 8 (10'x2.6'), 3 (6'x2.6')	10 (6'x2.6')	1 (8'x3')
Equip	Sound system, projector, screen	Sound system, projector, screen	N/A
Kitchen	Commercial kitchen (Licensed)	Kitchenette	N/A
Stage	Stage	N/A	N/A

*Catering Services	
Port Williams and District Lions Club Mark Grotjohn 902-670-3619	Port Williams Women's Institute (groups of 50 or less) Ruth Blenkhorn 902-542-7141

*No kitchen fee or kitchen supervisor fee is charged if you select one of the catering groups above, otherwise fees will apply.

Bar Services	
Port Williams and District Lions Club Randy Conrad 902-698-8695	Port Williams Fire Fighter Association Amber Rand 902-670-7610

Forms & Fees

- Rental fees must be paid in advance of your event and during Village Office hours (Monday to Friday, 9am to 1pm excluding holidays) in order to receive keys allowing access to the building and your venue.
- At this time, the Village Office accepts cash or cheques only. Please make cheques payable to the Village of Port Williams.

Audio & Video Setup / Stage

- If you require any audio and/or visual equipment, you must come in during office hours before the event to learn how to operate it. Staff will not be available to assist you at your event. Laptops will need an HDMI port in order to connect. Wi-Fi password: PublicAccess
- If you require the stage and steps, please inform the Village Office, they will set it up before the event.

Liquor Licensing and Compliance

- **The use of alcohol is strictly prohibited unless arrangements have been made through the Lions Club or the Fire Fighter Association.**

Food Safety Laws and Requirements

Access to the Auditorium Kitchen

- If requesting the use of our licensed kitchen:
 - 1) You must have at least one person with a Food Handlers Certification from the Province of Nova Scotia. Proof of certification must be submitted to the Village Office before your event date. Failure to provide proof of certification will deny access to our licensed kitchen. Please attach a copy along with this signed rental agreement.
 - 2) There must be a trained person on the premises at all times.
- By signing this agreement and requesting use of the licensed kitchen, you agree to adhere to the Nova Scotia regulations respecting Food Establishments. Failure to follow these regulations may result in the termination of your Facility Use Agreement without refund.

Facility Agreement Addendum – Part III

No Access to the Auditorium Kitchen

- Events organized by an individual or organization:
 - 1) The use of the auditorium kitchen will not be available if any food has been prepared off-site and is not from a licensed commercial kitchen. As a result, you will not have access to refrigeration, stove top, oven, or a preparation area.
 - 2) If all of the food has been prepared by a licensed commercial kitchen, and you can provide proof of purchase, then access to our kitchen is permitted. You must adhere to the rules and regulations in previous section Access to the Auditorium Kitchen.
- It is strongly recommended that renters be confident that all proper food handling practices are used throughout the process of handling, cooking, transporting, storing, and serving food to your guests.

On the Day of your Event

- Please be considerate when setting up and taking down your event during Library hours (Mondays from 2pm-5pm and 6:30pm-8:30pm, Wednesdays from 10am-5pm, Fridays from 2pm-5pm and 6:30pm-8:30pm, and Saturdays from 10am-2pm.
- Please do not drag the tables or chairs. Please do not use tacks, nails or tape on the walls or woodwork as these items are strictly prohibited. You may use something like Tak 'n Stik or Command Strips for decorating purposes. Magnetic hooks can also be used on the ceiling T-bars. If the rental area is damaged, you WILL be held responsible.
- 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.

Clean-up

- The room should be left as you found it, with the chairs (20 per/stack) and tables (15 per/stack) neatly stacked and returned to the storage room. See instruction sheet attached to the storage room door.
- The piano and podium are not to be placed in the storage room.
- Garbage bags, brooms, etc. are available to assist you in cleaning up after your event.
- Dish cloths and towels are to be laundered and returned immediately to the Village Office.
- If the kitchen is used, please report any breakage or items needing attention in the logbook found on the bulletin board. Report any incident or damage which occurred during your event by emailing the Village Office at villageoffice@portwilliams.com
- All lights are to be turned off in the room you rented, kitchen (if used), and bathrooms before exiting the building. Ensure all windows are closed before you leave.

Exiting the Building

- The rental room and the main entrance to the Community Center must be locked when leaving (pull the pins and hook them up).
- Please return the keys to the Village office during office hours or drop the keys off in the Drop Off Box to the right of the main doors.

I have read and understood the terms of the Facility Agreement Addendum - Part III.

Signature of User/Contact

Date