

# FACILITY AGREEMENT ADDENDUM- PART III

## Community Centre Information Sheet

### ROOM CAPACITIES:

<b>Auditorium:</b>	85' long x 38' wide = 3,230 square feet	Capacity of room	- 270 persons
		Chairs only	- 250 persons
<b>Multi-Purpose:</b>	48' long x 24' wide = 1,152 square feet	Capacity of room	- 75 persons
<b>Youth Room:</b>	32' long x 13' wide = 416 square feet	Capacity of room	- 20 persons
<b>Boardroom:</b>	25' long x 18' wide = 450 square feet	Capacity of room	- 30 persons

### Equipment:

<b>Auditorium:</b>	250 chairs
Tables:	54 tables are 4' x 2.6'
	8 tables are 10' x 2.6'
	3 tables are 8' x 2.6'
<b>Multi-Purpose:</b>	50 chairs /10 tables 6' x 2.6'
	Built in Audio and Visual system in Auditorium

**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:*

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**

**Kitchen:** Please report any breakage or items which need attention in the log book found in the kitchen. Dish cloths and towels which are used should be laundered and returned to the kitchen or dropped off at the Village office.

**Custodial services:** Custodian Services for an additional fee: Contact: Brian Tupper H: 902-542-3432  
Cell: 902-679-9160

**Stage (Auditorium only):** The Village office must be notified before the event if the stage is required for the function.

### Please Note:

- Room should be left as you found it and lights are to be turned off in the room before exiting the building.
- 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.
- Use of tacks, nails or tape on walls and wood work is prohibited. For decorating purposes, sticky blue tack can be used on the walls in the Multi-Purpose room and on the upper wooden strip in the auditorium. Magnetic hooks can be used on the ceiling T-bars in the auditorium.
- Report any incident or damage which occurred during your rental contract time by emailing the office at [villageoffice@bellaliantzinc.ca](mailto:villageoffice@bellaliantzinc.ca)
- Wifi password - **PublicAccess**
- During open hours of the Library extra care must be taken to be quiet during set up, function and take down in the auditorium. 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.
- Use of alcohol is strictly prohibited unless bar facilities arrangements have been made and licensed through either the Lions Club or Fire Department.
- To avoid damage to the blinds please use the continuous cord loop when opening and closing the blinds.
- The Community Centre has heat pumps for climate control – please note that due to the complexity of the system the thermostat in the auditorium has been set at a temperature which will accommodate most functions. The heat pump in the Multi-Purpose room has a remote which can be adjusted by the user.