



**SOUTHCOTT PINES
PARK ASSOCIATION**

P.O. Box 144
10246 Lakeview Ave.
GRAND BEND, ON
N0M 1T0

Tel: (519) 238-8755
Fax: (519) 238-8034
Email: sppa@hay.net

An Association of landowners

CLUBHOUSE RENTAL RATES

Effective: July 1, 2017

Clubhouse Rentals to SPPA MEMBERS:

Upper Lounge (A)	\$88.50 + \$11.50 H.S.T. =	\$100.00
Myers' Room (B)	\$61.06 + \$7.94 H.S.T. =	\$69.00
Meeting Room (C)	\$36.28 + \$4.72 H.S.T. =	\$41.00
Entire Building (D)	\$185.84 + \$24.16 H.S.T. =	\$210.00

Clubhouse Rentals to NON-MEMBERS

Upper Lounge (A)	\$153.10 + \$19.90 H.S.T. =	\$173.00
Myers' Room (B)	\$84.96 + \$11.04 H.S.T. =	\$ 96.00
Meeting Room (C)	\$49.56+ \$6.44 H.S.T. =	\$ 56.00
Entire Building (D)	\$265.49 + \$34.51 H.S.T. =	\$300.00

NOTE:

- This is a licensed facility –all liquor must be purchased from our inventory
- All of our bartenders have Smart Serve Certification.
- No Dancing on Upper Lounge level. Dancing on lower level only

Room Capacities:

Lounge & Deck (A)	Seating: 40	No Seating: 80
Myers' Room (B)	Seating: 80	No Seating: 90
Meeting Room (C)	Seating: 30	No Seating: 40

Rental of Entire Building:

The maximum capacity on rentals of the entire building is limited to 90 guests in total.

For further information on clubhouse rentals, please email the Bookings Co-Ordinator – Heather Croft at heather.croft@live.ca

Southcott Pines Park Association reserves the right to change without prior notice the rental and bar rates.



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July 1, 2017

SOCIAL AND RECREATION COMMITTEE

Subject:
Renters/Caterers Policy & Procedure

POLICY:

Southcott Pines Park Association is a full non-smoking rental facility offering everything you could possibly need for your event. Our experience volunteers and staff are dedicated to consistency, fine quality and creativity.

PROCEDURE:

Who to Contact:

Booking Co-ordinator: Heather Croft (heather.croft@live.ca)

Bar Co-ordinator: Doug Benstead: 519-238-5082

SPPA Office: 519-238-8755

Rental Rates:

SPPA Members:

Upper Lounge (A)	\$88.50 + \$11.50 HST =	\$100.00
Myers' Room (B)	\$61.06 + \$7.94 HST =	\$69.00
Meeting Room (C)	\$36.28 + \$4.72 HST =	\$41.00
Entire Building (D)	\$185.84 + \$24.16 HST =	\$210.00

Non-Members:

Upper Lounge (A)	\$153.10 + \$19.90 HST =	\$173.00
Myers' Room (B)	\$84.96 + \$11.04 HST =	\$96.00
Meeting Room (C)	\$49.56 + \$6.44 HST =	\$56.00
Entire Building (D)	\$265.49 + 34.51 HST =	\$300.00

Individual Room Capacities:

Lounge & Deck (A)	Seating: 40	No Seating: 80
Myers' Room (B)	Seating: 80	No Seating: 90
Meeting Room (C)	Seating: 30	No Seating: 40

Rental of Entire Building:

The maximum capacity on rentals of the entire building is limited to 90 guests in total.

Southcott Pines Park Association reserves the right to change rental rates without prior notice.

The Facility

As part of the rental, the following may be available for the use of the renter:

Fully equipped Kitchen with Fridge, Stove, Microwave and Dishwasher; TV/DVD with Stingray Satellite Music; Stereo with CD player; Gas Fireplace; Podium; Sound System with Wireless Microphone; and Wireless Internet. A First Aid Kit and Defibrillator are in a glass boxed case in the entry way for an emergency situation.

The person signing the contract (the Renter) is responsible for the condition of the facility at the conclusion of the function. *Any damage or breakage may be charged to the renter.*

If the facility is needed the day before the event for set-up etc., the renter will be charged the rental rate for that day as well.

Viewing Facility:

The clubhouse can be viewed Tuesday to Friday from 9:00 a.m to 4:00 p.m. and Saturdays 9:00 a.m. to 12:00 p.m. Private viewing is to be arranged with the Booking Co-ordinator.

Payment Policies:

Renter/Caterer must conclude arrangements with Booking Co-ordinator or Office Manager and a \$30.00 non-refundable deposit is required on signing the contract. The balance must be paid **prior** to picking up the key from the Booking Co-ordinator for the event.

Cancellations:

Deposit for clubhouse rental is non-refundable if event is cancelled. If bartender(s) is cancelled within 48 hours of the event, the hourly rate is to be paid for a minimum of 3 hours to help cover their lost time.

Key:

Arrangements to receive the key to the clubhouse are to be made with the Booking Co-ordinator.

The renter is responsible for making sure the clubhouse is locked and secure when leaving.

RENTER KEY IS TO BE LEFT IN THE BLACK LOCK BOX OUTSIDE OF THE FRONT ENTRANCE TO THE CLUBHOUSE AT THE END OF THE EVENT.

Linens:

There are some dish towels available. If used, they must be laundered and returned to the Clubhouse or Booking Co-ordinator within 24 hours.

Kitchen Facilities:

Renter/Caterer must bring in all food ingredients required for food preparation, including tea, coffee and cream.

Wine may be included if required for cooking only.

Renter/Caterer is responsible for setting up, cleaning of all dishware (dishwasher is available for use) and facilities used in preparing and serving of food, and replacing them in cupboards the same day as the event

Kitchen and Facility is equipped with:

Refrigerator, stove, 2 microwave ovens, dishwasher, triple sink, soap supply, 1 – 12 cup drip coffee maker, 1 electric tea kettle. Typical basic kitchen utensils, tools, cookware and serving trays. Limited baking and B.B.Q. tools, 19 baskets, wipes and oven mitts. Exit loading door

DINNERWARE/GLASSES: **Facility has cutlery and china to serve 80 guests.** There are also the following glasses: 49 juice, 14 beer, 79 wine (odd ones) and 16- 6 oz. water

COFFEE/PUNCH: 2- chrome 30-42 cup coffee makers, 2 glass punch bowls with 12 punch glasses and 1 plastic punch bowl

TABLES/CHAIRS **129 stacking chairs (approx.)**
8 – 6’ wood banquet folding tables
2 - (4 x 4 square) folding tables
15 – 6’ polyethylene grey folding tables
2 – 8’ polyethylene grey folding tables

Barbeques:

There are 3 gas barbeques available at your request. If the Renter wants to use the barbeques, they must inform the Booking Co-ordinator at the time of booking.

Set-up:

If there is a request for the Clubhouse to set up the room, arrangements can be made through the Booking Co-ordinator at \$25.00 per hour.

Clean-up:

Renter/Caterer is responsible for the following:

a) If original placement of furniture is changed, all furniture must be replaced as found immediately after the function (the same day unless arrangements have been make with Booking Co-ordinator for another time). If this is not done a set-up fee of \$25.00 per hour will be charged.

b) The facility must be left clean and tidy as found (this includes cleaning the glass table tops) the same day unless arrangements have been make with Booking Co-ordinator for another time. If this is not done, a clean-up fee of \$25.00 per hour will be charged.

c) All leftover food must be removed by Renter/Caterer. Garbage bags are available. Please ensure that all garbage is disposed of (bags to be placed in wooden box outside the Clubhouse). Clubhouse staff will remove the Recycle Blue Box from the kitchen.

d) The Clubhouse bartender is solely responsible for all aspects of bar clean up

e) All decorations must be removed on the same day as the event.

Bar Services:

All our bartenders have Smart Serve Certification. They will be following the Smart Serve guidelines and will **not** serve alcohol to minors, will **not** allow entry onto the premises of anyone intoxicated, will **not** serve anyone intoxicated **nor** allow anyone to bring their own alcohol into the clubhouse. **NOTE: NON ALCOHOLIC EVENT means that NO ALCOHOLIC BEVERAGES (even for a punch) can be brought into the Clubhouse.** (Liquor Licence Regulations). If the bartender has any problems with guests, they will report to the Renter, who will escort the person off the premises and ensure they get home safely.

We are a licensed facility and all liquor must be purchased from our stock through the Clubhouse

Bartender:

Services are provided for Cash and Host Bars, at a cost of \$13 per hour, minimum of 3 hours. Bar invoices will be given to the renter at the end of the event for payment.

****Please Note:**

If Cash or Host Bar is requested and more than 1 floor of the clubhouse building is used or if the number of guests exceeds 50, two (2) SPPA bartenders MUST be used.

Bar services may not be available on certain dates (Christmas, New Years, Canada Day)

Bar Prices:

Domestic Beer	bottle	\$ 4.50
Premium Beer	bottle	\$ 5.00
House Wine	5 oz. glass	\$ 4.50
	750 ml. bottle	\$18.00
Liquor	1 oz.	\$ 4.50
Liqueur	1 oz.	\$ 5.00
Scotch	1 oz.	\$ 5.00
Coolers	bottle	\$ 5.00
Pop and Water		\$ 1.00

Southcott Pines Park Association reserves the right to change the bar rates without prior notice.

Beverages available are basic stock. Special requests will be handled through the Bar Co-ordinator. Plastic glasses are used. The clubhouse bartender must pour or open all alcoholic beverages.

Special Bar Arrangements - requests are to be made 4 weeks prior to the event and no changes will be accepted after this date.

Host Bar - a charge of 15% in lieu of gratuities will be levied and a Bar Deposit of \$5.00 per guest is to be paid 2 weeks prior to the date of the scheduled event.

All cheques are payable to Southcott Pines Park Association

The bartender will arrive 15 minutes before the booked bartender time for set-up and leave once the bar is cleaned-up. This time will be added to your booked time for using the bartender.

The bar is available for booking from 11:00 a.m. to 12:00 a.m. (midnight)

Non-alcoholic refreshments can be served before 11:00 a.m.

The Clubhouse must be vacated by 1:00 a.m.

RE:SOUND

There is now a license fee charged through Re:Sound for Tariff 5.B that covers the use of recorded music during an event at the clubhouse. Re:Sound is designated by the Copyright Board of Canada to license businesses in Canada for the use of recorded music. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects and distributes royalties for artists and record companies worldwide as payment for the public use of their recorded music in Canada.

If renters will be having recorded music or live band music at their event/booking, it is necessary to advise the bookings Coordinator at time of signing the contract so that the appropriate fee can be charged.

Fee per Event without Dancing = \$9.25 (per licence fee – Tariff 5.B)

Fee per Event with Dancing = \$18.51 (per licence fee – Tariff 5.B)

**Southcott Pines Park Association reserves the right to change without prior notice the rental rates and the bar rates.
Revised September 13, 2017**



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REMINDERS TO RENTERS:

As per the contract you signed, the following are Reminders:

1. Renter/Caterer is responsible for setting up, cleaning of all dishware and facilities used in preparing and serving of food, and **replacing them in cupboards the same day as event.**
2. If you signed the contract for your event to be a Non-Alcoholic Event, remember that means that **NO ALCOHOL AT ALL can be brought into our facilities** (this is a licensed facility).
3. **After your function, you are responsible for the following:**

If original placement of furniture is changed, all furniture must be replaced as found after the function (same day).

Glass top tables in lounge must be cleaned with cleaner in cupboard in kitchen (under the sink) and floors swept.

No decorations, etc. to be left after event. **Must be removed the same day**

All leftover food must be removed by Caterer/Renter (same day).

Ensure that all garbage is properly **disposed of in wooden box outside of Clubhouse** (garbage bags are available in drawer in kitchen).

Ensure that all the lights (upstairs and downstairs) are turned off except for the one above the bulletin board in the entranceway, it is to be turned on before you leave.

4. **Renter key is to be left in the black lock box outside of the front entrance to the clubhouse at the end of the event.**

Special Note: Please ensure that caterers and renters and any others helping bring food and supplies into the clubhouse DO NOT PARK THEIR VEHICLES ON CEMENT FRONT ENTRY.

THANK YOU FOR YOUR CO-OPERATION.

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10246 LAKEVIEW AVENUE
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ADDENDUM FOR RENTERS/CATERERS RENTING CLUBHOUSE FACILITIES

I _____ have read and understand the Renters/Caterers handout and have had all of my questions answered. I also acknowledge that I have read and agree to abide by the Rules Re: Use of Clubhouse Activities on the back of the signed contract.

The Southcott Pines Park Association shall not be responsible for personal injury to the applicant or anyone attending the event, or for damage to or the loss or theft of anything belonging to the applicant or anyone attending the event. The applicant agrees to indemnify the Association for any claim resulting from same by signing the contract.

I _____ also understand that there is now a license fee charged through Re:Sound for Tarrif 5.B that covers the use of recorded music during an event at the clubhouse. Re:Sound is designated by the Copyright Board of Canada to license businesses in Canada for the use of recorded music. Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Re:Sound collects and distributes royalties for artists and record companies worldwide as payment for the public use of their recorded music in Canada.

My signature will confirm that I will...../ will notbe bringing in recorded music to play and/or will be having a live band playing while renting the clubhouse for our event.

Note: If recorded music or live band music will be played at your event/booking, please advise which room it will be played in and appropriate fee for same will be added to your total owing for Rental Contract.

Lounge -

Myers Room -

Meeting Room -

Fee per Event Without Dancing = \$9.25 (per licence fee –Tariff 5.B)

Fee per Event With Dancing = \$18.51 (per licence fee – Tariff 5.B)

Date.....

.....

Renter's Signature

Witness