**Sinclair Park Community Centre Rules and Regulations**

**Decoration Policies**

1) Sinclair Park will supply tape for attaching decorations to the windows or walls, and this tape is the only tape allowed to be used in any space within the building. You may not bring additional tape from home. There ***will*** be an extra charge if you are found to be using tape other than what is provided. **Under no circumstances are duct tape, double sided tape, or party tape allowed in the building. This applies to the party hosts, decorators, vendors, etc.**

2) If you are bringing a banner or large poster for the walls, you may bring 3M Brand Hooks or Command Strips to hang them with, but you cannot bring outside tape. Staff will remove these from the walls at the end of your event.

3) The following tables MUST have plastic tablecloths on them, including both long and round tables:

 A) All food service tables, including buffet tables, cake/dessert tables, candy buffets, etc.

 B) Entertainment tables, including face painters, craft/colouring tables, etc.

It is the renter’s responsibility to provide these tablecloths. Tablecloths for all other tables are completely optional.

4) All decorations used at an event must be removed by the renter at the end of the event. Items left behind will be disposed of. Items such as jackets, phones, etc. will be held onto until the renter can come and pick them up from Sinclair Park.

5) The cost of repairing any damages caused by your decorations will be added to the final cost of your contract.

**Disallowed Items**

**The following items are not allowed to be used as decorations in any way, or for any purpose:**

1) Confetti/glitter, including paper and metallic. This includes confetti/glitter in balloons, on tables, in piñatas, in confetti cannons, etc. Items found to contain confetti will be removed from the building with no exceptions.

2) Jelly Balls/Orbeez. These may not be used as decorations, fill for vases, children’s entertainment, etc.

3) Helium balloons. These balloons may be used in arches, pillars, or centerpiece backdrops. They may not be attached to tables, chairs, or any location where they could become untied and end up on the ceiling.

4) Open flames. Exceptions will be made for candles on birthday cakes, and burners under food warming trays. Magicians may not use fire in their acts under any circumstances.

5) Walkways, roadways, and carpeting. None of these items are allowed on the premises, due to pre-attached double sided tape on the back of them. These items will be removed from the building with no exceptions.

6) Children’s motorized cars/scooters. These items have plastic wheels that dig into the floors and scrape/gouge them. These items may be carried into the building, but may not be used/driven at any time.

7) Wax crayons may not be used in the building at any time. Colouring/craft tables my use pencil crayons or washable markers. Goodie bags containing wax crayons may be given out at the end of the event.

8) Bubble soap may not be used in the building. It can be used outside, or given to the children as they are leaving the party. Bubble soap makes the floors extremely slippery, and causes accidents and falls.

**Events that do not follow any of the above rules will incur additional costs.**

**Set Up Policies**

1) The renter is receives one (1) free hour before the start of their event to decorate. This first hour is free of charge. Additional decorating time must be booked in advance and cannot be added on the day of your event. Renters will be unable to access the building prior to their decorating time.

2) For any group that is having items delivered for their event, please be aware that the goods cannot be dropped off at Sinclair Park prior to the designated decorating time. We are not able to accept early deliveries of food, entertainment items, or decorations.

3) Rentals are only allowed to use the space that they have rented. Other areas of the building are off limits. All items, including seating, food, etc. must be within the rented room, including during drop off and pick up. This includes areas like the Commons, which must be rented in order to utilize the space.

4) Sinclair Park Staff will be responsible for all setup of the tables and chairs. We will set up according to the specifications of the renter. These specifications must be made at least one week prior to the event. If specific instructions are not given, Sinclair Park will provide a standard setup. If the renter would like a specific layout, this must be done with our rentals manager a minimum of one week in advance.

5) Renters are responsible for any changes they wish to make on the day of their event, including moving tables and chairs. The renter must abide by all restrictions for the room, including emergency exits. Emergency exits may not be blocked at any time, including by tables, chairs, entertainment items, cords, etc. Items found to be blocking emergency exits will be moved.

6) The number of tables and chairs available for seating is based on your cleaning fee. All guests must have a seat at your event. You may access up to 14 tables, and 100 chairs.

**Please Note: Children of all ages do count towards your number of guests. The maximum number of guests is based on all attendees, not just adults. Additional guests beyond the above amount will cause you to incur additional charges. This is the maximum number of guests you may have at your event over the whole duration of the event, not the maximum number at any one time.**

7) The absolute maximum capacity for this space is 100 guests. If you have more guests arriving for your event than 100, further guests will not be allowed into the building under any circumstances.

8) While we understand that there will always be small deviations in your number of expected guests, rentals who are deliberately misleading regarding their number of expected guests may incur additional charges. Please be honest about how many guests you are expecting. It is less expensive to be honest than it is for you to be over your numbers on the day of your event. Groups who go over the 100 person maximum capacity for the space will face additional fees and fines.

9) Events should be aware that while they have access to a specified number of tables, extra items that the renter is bringing into the space may limit the number that can be used. It can also limit the flexibility of your layout, and the number of guests we can provide seating for.

10) If the number of tables required goes up on the day of your event, we may not be able to accommodate the changes. Our staff are happy to help you bring out an extra table or two, but cannot accommodate large changes. These changes must be made prior to the arrival of your guests. Once guests have arrived, we do not have the ability to bring out more tables.

**Clean Up Policies**

1) There is no additional cleaning time built into the rental time. Your event must be packed up and cleaned up by the end time on your contract and no later. Additional time must be booked in advance and cannot be added on the day of your event.

2) By the end of the event the renter must have done their portion of the cleaning for both the main event space, and the kitchen if it has been booked. This includes packing up and removing extra food, gifts, decorations, etc.

3) Events that run over their time limit will be charged at double time. For every half hour that your event runs late, you will be charged one full hour’s rate. This goes into effect as soon as your event begins to run late. There are no exceptions.

4) Any outside items that require time to pack up (ex. photo booths, face painters, DJ’s, etc.) must be packed up a minimum of one half hour prior to the end time on your contract. This is to facilitate the event vacating the space promptly upon their end time.

5) Sinclair Park will provide garbage bags and recycling bins for your event. Sinclair Park Staff will remove the full garbage bags from the room during your event, but it is the renter’s responsibility to remove all garbage from the tables at the end of the event.

6) The renter is responsible for the cleanup of the kitchen, if the space is used. All garbage must be placed in the provided garbage cans, spills must be wiped up, and extra food must be removed from the premises.

**Vendor and Entertainment Policies**

1) The renter is responsible for informing any vendors or entertainment groups of Sinclair Park’s rules and regulations, particularly those involving tape, glitter, and open flames. Damages caused by vendors and outside groups are the responsibility of the renter.

2) Vendors such as caterers, decorators, photo booths, sound systems, etc. cannot access the space to begin setting up prior to your decorating time. They will not have any access to the building to drop items off early, including food, decorations, and entertainment items.

3) Vendors are required to abide by all restrictions regarding placement of items and equipment. Entertainment items may not block emergency exits in any way.

4) Vendors do have very limited space to work with. All vendor items will take the place of some of your available tables, particularly photo booths. Bouncy castles do not fit into this space under any circumstances, nor do live bands, including guitars and keyboards.

5) Caterers may only use the kitchen if the rental has booked the space. This includes the sinks for washing dishes. If you are unsure whether or not your caterer will require kitchen access, please ask them. We cannot provide access if another group is using the space.

6) Sinclair Park CC does not allow cotton candy machines inside the building. Renters have two options for cotton candy. They may either bring the cotton candy pre-bagged, or have the machine located outside of the building.

7) A complete list of vendors must be provided to Sinclair Park at least one week before your event. This facilitates us being able to properly set your space up for you.

8) Additional items from Sinclair Park (i.e. speakers, projectors, sports equipment, etc.) must be requested in advance and cannot be requested the day of your event.

9) Any items requiring electricity must use one of the 4 electrical outlets within the room. Extension cords may be used, but absolutely cannot be run across any doorway or emergency exit.

10) Vendors must have their items packed up and removed from the space by the end time on your contract. Vendors must begin packing their items up no less than half an hour prior to the end of the event. **Please note that vendors who run late will cause the renter to incur additional charges.**

**Miscellaneous Rules and Policies**

1) No alcohol is allowed on the premises without a LGA permit and a bartender from Sinclair Park in attendance. If you are intending on having alcohol at your event, Sinclair Park must be made aware of this at least one month in advance. **Please Note: This includes alcohol as gifts.**

2) Alcohol is strictly prohibited at 18th birthday parties. Debuts may elect to bring dealcoholized wine for the debutant.

3) Any type of gambling, without a LGA permit, is strictly prohibited. The discovery of illegal gambling will cause the event to be shut down, with no refund given to the renter. **Please Note: This does include raffles and 50/50 draws.**

4) The presence of any illegal substances on the property will result in the event being ended and the police being called. There will be no refund to the renter.

**Items to be Aware Of**

1) Sinclair Park does not have accessible WiFi, aside from the ShawGO WiFi. You will need to log in to this with your own Shaw username and password. There is no other accessible WiFi in the building.

2) Sinclair Park does not provide items like serving utensils, knives, cutlery, plates, etc. These are the responsibility of the renter to provide. Rentals needing to cut or chop food items may not do so unless they have cutting boards on the tables/counters. Regular boards are acceptable for slicing items like fruits and vegetables, while items requiring the use of cleavers or similar cutting tools must bring thick cutting boards. Cutting boards are the responsibility of the renter.

3) Sinclair Park advises against the creation of ***OPEN*** Facebook pages for events. Most groups that create open Facebook pages find that they end up with many more guests than they are planning on having in attendance. This can cause issues for the event hosts, including additional fees, guests unable to access the space due to the maximum capacity restrictions, etc. If you are planning on creating a Facebook page for your event, please ensure that it is a closed page.

4) The staff are here to assist you with your event. There are times when the staff may have to remind renters or their guests to follow the rules and regulations laid out in this document. We understand that this can be inconvenient, but verbal or physical abuse of the staff will not be tolerated. Guests who are abusive to the staff may be asked to leave your event. If the renter is the source of the abuse, the event may be ended immediately. In this case, the renter is still responsible for the remainder of their payment for the event.

**Payment Policy**

All payments must be made by the conclusion of the event. Payments can be made either in cash, or by debit, Visa, or Mastercard. **Please Note:** All credit card transactions of $500.00 or more are subject to a 3% convenience fee.

**Cancellation Policy**

**All deposits are 100% non-refundable.** In the event of a cancellation, the deposit is considered to be forfeit. The exception to this is if the renter is experiencing an emergency situation and rebooks for another event within a six month time frame. The deposit will then be transferred to the new date. The credit may only be used towards the deposit on another date, and not the balance of the event.

Any rentals that don’t advise of cancellation a minimum of 48 hours prior to the start time of the event will be responsible for payment of their event in full. This includes any special items booked (i.e. bartenders, sound system rentals, etc.). Failure to remit payment in full within 24 hours of the event will result in measures being taken to collect payment.

I understand and agree to follow all of the above listed **decorating** rules and policies, including the list of **disallowed items**:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **set up and clean up** rules and policies:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **vendor** rules and policies:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand and agree to follow all of the above listed **miscellaneous** rules and policies and the **items to be aware of**, including the **cancellation** policy and **payment** policy:

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have been advised and read all of the above Rules and Regulations and agree to adhere to them at all times during the event.**

Renters Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Renters Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Sinclair Park representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_