

COMMUNITY CENTRE BOARDROOM NEW RENTAL FEES (Maximum Capacity Non-Fixed Chairs (100) & Chairs & Tables (78) as per Haldimand County Fire Department)

RENTAL TYPE	PER HOUR	BASIC DAY 6.0 HOURS (9:00-3:00)	WITH KITCHEN (safe food handling certificate require)
Community Member	\$45.00	\$270.00	+\$50.00/day
MNCFN Group (i.e. Public Works)	\$45.00	\$270.00	+\$50.00/day
Non-Profit	\$45.00	\$270.00	+\$50.00/day
For-Profit	\$55.00	\$330.00	+\$50.00/day
Corporate Rate	\$125.00	\$750.00	+\$50.00/day

COMMUNITY CENTRE NEW RENTAL FEES (Maximum Capacity Non-Fixed Chairs (714) Chairs with Tables – Dancing (564) Chairs with Tables – Dining (487) Chairs with Tables – Other (487) as per Haldimand County Fire Department)

RENTAL TYPE	PER HOUR	BASIC DAY 6.0 HOURS (9:00-3:00)	WITH KITCHEN (safe food handling certificate required)
Community Member	\$50.00	\$300.00	+\$100.00/day
MNCFN Group (i.e. Public Works)	\$50.00	\$300.00	+\$100.00/day
Non-Profit	\$50.00	\$300.00	+\$100.00/day
For-Profit	\$110.00	\$660.00	+\$100.00/day
Corporate Rate	\$250.00	\$1,500.00	+\$100.00/day

DOCA BOARDROOM RENTAL FEES (seating capacity of 12)

RENTAL TYPE	PER HOUR	BASIC DAY 6.0 HOURS (9:00-3:00)
Non-Profit	\$20.00	\$120.00
For-Profit	\$25.00	\$150.00
Corporate Rate	\$50.00	\$300.00

**** Standard Rental Agreements Forms are to be completed in full and payments must be made in full at time of booking by Interac Debit, Cash or Cheque ****

Boardroom / Meeting Room Booking Schedule

1. Seven (7) days in advance prior to event.
2. Room bookings scheduled in three (3) hour blocks.
3. 15 minute access prior to event and 15 minute after event to vacate.
4. Overruns will be recorded and invoiced accordingly.
5. Set-Up, Takedown and Cleaning time for the Community Centre will be minimum of two (2) hours between bookings.
6. Bookings spanning over 3 hours are charged for 2 bookings.
7. Bookings spanning over 6 hours are charged for 3 bookings.
8. Organization departments, external groups or other organizations will be charged a cleaning fee \$25.00/hour if the room is left in an unsightly manner.

Cancellation policy:

Cancellations notice minimum 2 days in advance. Cancellations of less than 2 days will result in 100% charge to MNCFN departments, external groups, organizations or committees. MNCFN may charge an additional fee of \$25.00 for each room booking change.

Security

All organization departments, external groups and organizations are responsible for all security requirements when applicable.

NOTE: Boardroom / Meeting Room Rental Rates: reviewed, revised and approved by MNCFN Council.