



APPLICATION – Use of BCC Facilities

The Buckhorn Community Centre (BCC) is a not-for-profit, charitable organization that rents facilities to the general public. There are associated fees attached to rentals and this completed form will be used to generate a quote. This form must be submitted to the General Manager (GM).

At the BCC we want your event to be a success and we're here to help!

Tell us about your event: i.e., wedding, sports, meeting, birthday party, public event, fundraiser, etc.

Are you a Member of the BCC? Yes No Single Family Bronze

Is this a private function or is the event open to the general public? Private Public

The total number of people expected to participate or attend your event including guests, volunteers, other vendors, and entertainment.

up to 20 people 20-50 people 51-150 people 151-300 people 301+ people

Date of Event (M/D/Year) _____ Rain Date _____

Event Start Time _____ (circle) am pm End time _____ (circle) am pm

Total # of Hours Required _____ hours

Contact Person _____ Phone Number _____

If applicable, your organization's name _____

THIS SECTION IS TO BE COMPLETED BY NOT-FOR-PROFIT ORGANIZATIONS

Is your organization a not-for-profit? Yes No

Is this a fundraising event to support your organization? Yes No

Is this a fundraising event to support another not-for-profit organization? Yes No

Facilities/Areas Required (\$\$): Check all that apply	√
All buildings, parking lots, and surrounding area	
Banquet Room (holds 270 people standing or 185 sitting at tables)	
Gymnasium (holds 323 people standing or 250 sitting at tables)	
Meeting Room 1 (holds 30 people standing or 18 sitting at tables)	
Meeting Room 2 (holds 60 people standing or 48 sitting at tables)	
Bar Service	
Banquet Room Kitchen	
Gymnasium Kitchen	
Patio – licenced to serve alcohol	
Covered Patio – covered patio area	
1-2 Pavilions	
All Pavilions & covered patio	
Lower parking lots, east and west - paved	
Ball Diamond (circle) full day ½ day evening League	
Access to indoor washrooms for outdoor events (portable toilets available)	

Other Requirements (\$\$): Indicate the # required		√ and/or #
Portable stage	The stage is in 4x8 modular sections. Full stage is approx. 500 sq. ft. The stage is not permitted to leave BCC property.	
4' BBQ	propane tank extra	
SoCan/Resound Tariff (fee)	The tariff is based on the number of attendees. The tariff is for listening to copywritten music.	
Bluetooth speaker & microphone		
AV Projector & Screen		
Plastic White Lattice	4'x 8' decoration used on BCC property only	
Refrigerators, stoves, and ovens	Use of both kitchens including refrigerators, stoves, and ovens; i.e., trays of food, prepared food, etc.	
Kitchen access	For groups needing a certified kitchen to cook and prepare food	
100cup Coffee Urn and/or tea service	If requested will include coffee, sugar, milk, cream, and cups	
Linens	Note: gently used, cleaned, and pressed.	

	Excludes large groups; a limited number of linens available for rent	
Catering/Food Service	In-house catering is available. May be quoted upon request.	
Bar Service – operated by the BCC only	Bartenders – SMART Serve certified. x2 Bartenders up to 75 people x3 Bartenders for 75-150 people x4 Bartenders or more for more than 150 people	

Other items available (\$\$); please inquire

- Salt & Pepper
- Punch Bowl
- Baskets
- Oval Silver Trays
- Water Pitchers
- Water Pitchers
- Bud Vases
- Chafing Dishes
- Dishes & place settings
- Cutlery
- Pots & pans
- Wine glasses
- Serving utensils
- Table decorations

Bar Service; (\$\$); please inquire

- Cooler Spritzers
- Wine, beer, or cooler/Caesar's
- Mixed drinks & Liqueurs
- Wine Spritzer
- Non-alcoholic Beer
- Soft Drinks
- Water
- Corkage on Wine (i.e., homemade wine)
- Bottle of Wine

Things you might need to consider:

1. A refundable Damage Deposit of \$250 is required at the time of booking a large event such as a wedding (Class A User Group)
 - a. The Damage Deposit returned within two (2) weeks of the event
 - b. The Damage Deposit may be reduced, or result in an extra charge if cleaning requires extra effort, product, or staff time.
2. The balance owing on rentals fees is due the day of the event
 - a. A late payment will only be accepted if pre-approved by the GM before the event
3. Set-up time for large events or weddings: No charge to set up after 1 p.m. the afternoon before the event.
 - a. Set-ups requiring more time or days will be charged at the full-day rate.

4. Clean-up must occur up to twenty-four (24) hours following the event's conclusion or not later than 2 p.m. the day following the event or as pre-arranged with the GM before the event.
5. Bar Service – The BCC has its permanent liquor license.
 - a. the BCC will ensure anyone who serves alcohol at the event has received and completed the required SMART SERVE Training.
 - b. Bartenders must be paid the provincial minimum wage for hours worked. Bartenders are paid directly at the time of the event
 - c. The event will be monitored to ensure participant safety.
6. Homemade Wine – permitted at religious events only
 - a. Permitted but the BCC bar must be closed until all of the wine is off the tables and put away
 - b. Need to acquire a special occasion permit
 - c. BCC will provide SMART Serve trained bartenders to serve the homemade wine
 - d. Corkage on every bottle of homemade wine served will be charged available through the BCC only
7. Where insurance is required and before accessing the BCC, Users are required to produce evidence of a \$2 million liability insurance policy where the organization is named insured and the BCC is an additional insured.
8. Safe Food Handling certification is recommended for the supervisor on-site
9. Prices are subject to change. HST is charged on all rentals.
10. The BCC reserves the right to review your event plans, advertising, promotional materials, and signage.
11. If Staff is required to be on-site for an event, i.e., outside of regular business hours, a fee may be charged.

Reasons for Refusing a Use of Space Application:

The BCC reserves the right to refuse applications for space bookings. The BCC will not make space available for:

12. Any purpose deemed not in keeping with BCC's By-laws or strategic plan.
13. Any activity which breaks the law including contravening the Canadian Charter of Rights & Freedoms or the Ontario Human Rights Code.
14. Any activity not consistent with BCC's policy statement prohibiting discrimination and harassment and protecting the right to be free of hate activity.
15. Inappropriate use of space, including but not limited to, any use which is likely to cause damage to the space or where required safety or security conditions cannot be met.
16. Requested booking for an amount of time or space that denies fair access to BCC space for other Users.

- 17. Space is not suitable for the event, including but not limited to, an event that cannot be safely held at the BCC.
- 18. Failure to comply with BCC’s policies and procedures including but not limited to providing required documentation for an event or having previously caused damage to BCC property or disruption to BCC operations.
- 19. Repeatedly failing to use space during booked time.
- 20. Outstanding fees or charges owing to the BCC by the User.
- 21. ‘Jack and Jill’ or stag-type party events are not permitted.

Comments (applicants):

A detailed Quote will be sent to you for review and approval. Once approved, an Agreement for the Use of Space must be signed and a deposit, if applicable, will be required.

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