

## **Renting Brockton Pavilion FAQ'S**

This should answer most of your questions. Please email to find out if your date is available.

The pavilion is available most days/evenings, throughout the year with some limits due to members use, both weekly and seasonally. Rentals are available for a variety of events, from private birthdays, anniversary parties, casual weddings etc., as well as fundraisers and more. Throughout the year Wednesdays are not available after 6 pm. Brockton is available during weekdays also for lunchtime or afternoon events, as well as evening events. Brockton does quite a few corporate summer parties and bbq's during the week.

Seasonally the pavilion is in use on weekends and holidays, 11am to 7pm (approx.), from the last weekend in April thru the last weekend in September. However, we can accommodate rentals that can work around the mostly daytime use, and we do them very successfully. Any group booking the facility on a Saturday or Sunday night will need to accommodate a few cricket or softball members grabbing a few beers at the end of their games. Some of the cricket players will be on the front balcony until their game is over. Players do not stay inside the bar normally. They are usually gone by 7, sometimes earlier. Cricket has no finite time limit but any rental group who wants to start a party around 7/7:30 have been more than happy with the arrangement. At this time point the players can be asked to get their last drinks and the place is yours. Any group booking also has access during the day to drop off items and do some decorating. We open around noon on the weekends. During fall rugby season the fans are gone by 5:30 on Saturdays.

**Rental Rates:** Standard - \$500, Nonprofit/Fundraiser -\$350. Music fees no dancing \$9.25, with dancing \$18.51. If you are hiring a professional DJ please check to see if he has up to date SOCAN fees and these will not be added to your rental. All fees are subject to GST. A deposit of \$200 in the form of a cheque, to hold your date. Cheque to be held until 30 days prior to your event, then the final amount comes due and the full rental amount is non-refundable.

**Special Event Rentals:** These events are subject to different fees and are limited to 4-6 events a year. These events are for things like the Sarah McLaughlin concert, LuLu Lemon, Power to Be. These events have their own SOL or special occasion license and provide their own vendor product for beverage service. They usually rent the pavilion for multiple days. Contact the manager to discuss.

**What do you get for your rental:** Full use of the whole space, up and down. The rental includes cleaning and also includes **THE BARTENDER** for the event. Brockton is a fully licensed facility and all rentals must buy from our very reasonably priced bar (mostly \$5.75 incl tax). Special orders of wine or bubbly can be arranged and are subject to a \$10 per bottle corkage fee and a 10% service fee on the purchase price. All non alch drinks are purchased from us also, pop and juice is \$2.50. Brockton can accommodate host bars which are subject to a 15% service charge. We can also do a ticket system to limit the amount of drinks the host bar offers. Cash bar is standard. We take Visa, MC and Debit. Renters are responsible for getting all food waste off the tables, removing any decorations and taking any and all cardboard or boxes with them. Items can be stored overnight by making arrangements with the manager. Guests are not permitted to bring alcohol into the building.

**Times and Guest Counts, Seating :** Last call in 1am on Friday and Saturday, everyone out by 2am. Weekdays last call at 12 and all out by 1am. The maximum number of guests is 150 using both levels. 120 will fit in the bar upstairs all at one time, seated and standing. 70-80 people for a sit down dinner. Summers allow use of the balconies (3) as well as outside as permitted. 120 can be seated throughout the bar, theater style for presentations. The bar has 21 square, 30"x30" pub tables arranged in any configuration you want, by you. There are 54 wooden chairs with an additional 30 folding chairs available for use as well as 8 slightly larger, rectangle tables to add more seating. Brockton also provides five 6' plastic folding tables for food set up etc. Any additional are the responsibility of the renter. Brockton provides no staff to move or set up any furnishings.

The lower level has a large space to put a buffet or tables, a small partial kitchen (no stove) used for either your home food arrangements or by the catering company you have selected. There is counter space, a double sink and 2 small fridges. A list of great caterers that are familiar with the space can be provided, but you are free to use who you like. Also info on food trucks for summer events can be discussed.

The lower level can also be rented separately during the week for smaller groups of 20-30 for meetings or training sessions. Contact us for more info.

**Rentals do not include:** linens, flatware, dishes or decorations of any kind. This is to be provided by the renter or usually the caterer will arrange for this. Brockton has glass ware for all drinks consumed and ordered from the bar. We do not provide table service or champagne glasses

**Outside Space:** Brockton is not in control of the surrounding fields. Any exclusive booking of outside space is done via the parks board. Any large (75-100 +) group wanting exclusive field space for sports games; bocce ball etc. would need to get a sports field booking permit. They are quite cheap and we can provide the link to the application. We can also check the calendar to let you know if the date you want is available. During the week any smaller groups that just want access to the outside space can do this ad hoc and use what is available, usually a lot. From end of April through end of September the BCMCL league has field use permits for both cricket fields from 11 am until 8pm (Sat/Sun/Stats). No outdoor weddings or other such events can be accommodated. The oval is permitted by the VRU and some groups can be accommodated on weekends, depending on use. The oval field is closed every July and August for maintenance.

Any group booking a field does so for playing games. The outside field space is not for dining set up of any kind. Any outside dining, via the pavilion rental, can be done on the cement surround at the front of the pavilion. Usually tables and chairs for this space are provided by the renter. Use of the field space for anything other than games is restricted to special events.

**Weddings:** Brockton is not the ideal space for formal, sit down dinner style weddings. The room is split in the middle with the large wooden dance floor and bar, with seating on either side, which does not allow for a formal head table with full sight lines unless you were to run a table down the center of the room which would then have to be removed for any dancing. Also the need for exclusive early access for set up or the ceremony could not be accommodated due to members being around on the weekends, seasonally. If you want to have a party though, it's perfect!

**Casual weddings and parties:** These style of events work great for the space. It can accommodate a variety of configurations, with food stations, or passed appies, or setting up of a buffet in the downstairs area which is included in your rental. The bar can accommodate 50-80 seated for dinner in an ad hoc fashion though, leaving the wooden floor free for dancing and a cocktail standing area. There are side rails around the floor to place drinks

**Music:** DJ set up is easy. We cannot provide our music system for dancing, only background or party music. There is no guest access to the music hook up once your iPod or our iPod is set up and the bartender cannot be turning it up and down as needed. It is suggested if you do not have a DJ that you rent a simple system you can hook your pod into, and 2 speakers on stands from a place like Long & McQuade. A small music fee is added to your rental. See rates section

Decorating and set up ideas please see our Facebook page. The manager can assist you with ideas for and coordination of your event.