

Rental Rates & Policies 2025



Below are the rental packages and pricing for 19 On the Park. Please call the Box Office at 905.640.2322 or email 19onthepark@townofws.ca for more information.

**Please note that each rental time includes your set up and tear down time. Packages cannot be reduced due to unused services. Additional services are available for an additional cost.*

All prices are subject to HST

Specific rental rates available for events serving alcohol. All individuals are subject to provide all alcohol related and required documentation before rental date. 19 on the Park maintains the right to cancel if these are not presented two weeks prior to a rental

Event insurance is required for all events

Private Event Packages

Individual Party Package: Regular - \$619.50, Serving Alcohol - \$921.90

(Examples: Birthdays, Bridal Shower, Baptism)

6 Hours in Great Hall

Use of Kitchen Facilities

Sound System for iPod or similar plug in

Tables and chairs set up by our staff (if required)

Theatre Rental Package: Regular - \$991.20, Serving Alcohol - \$1,547.70

(Examples: Large productions, Fundraisers)

10 hours entire facility (Great Hall, Kitchen, Dressing Room) Sound System incl. equipment (mics, cords, walkies etc)

Lighting System

Projection System

2 Professionally trained technicians for up to 5 hours or one technician for up to 10 hours

Wedding Package: \$2,371.95

12 Hour Rental Day of Event

Entire Facility including Kitchen & Dressing Room

Tables & chairs set up

Podium use with Mic (projector if required)

Sound System & basic Stage Lighting – Technician included for up to 10 hours

Dance School/Comp Performance: \$1,116.15

6 Hour Facility Rental (Great Hall, Kitchen, Dressing Room)

Sound System

Lighting System

2 Professionally Trained Technicians (4 Hours) Dance Floor required based on type of dance performance.

***Civil Ceremony Package: \$469.35**

(Available 8:00am - 5:00pm Monday – Friday)

1.5 Hours in Great Hall

Podium use with Wired Mic

Officiant (non-denominational)

Tables & chairs set up

Building and Civic Square access for photos.

**Not available on holidays or long weekends*

Great Hall Corporate Packages

Weekday Non-Premium Rental - no alcohol: \$72.45/hour

(Available Monday-Thursday, in the Great Hall)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

Weekday Non-Premium Rental - with alcohol or 80+ guests: \$99.75/hour

(Available Monday-Thursday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

Weekend Premium Rental - no alcohol: \$112.36/ hour

(Available Friday-Sunday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

Weekend Premium Rental - With alcohol or 80+ guests: \$139.65/hour

(Available Friday-Sunday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

Community Room Rental- Resident/Non-Resident: \$65.00

4 hour minimum

Tables & chairs set up

Civic Square:

(4 hour minimum)

Community Group: \$21.63

Resident Fee: \$27.04

Non-Resident Fee: \$32.45

Commercial: \$81.11

Filming Rates

Exterior Filming Shoot: \$1,533.00

Per Day (8 hours)

Interior Filming Shoot: \$1,919.40

Per Day (8 hours)

Additional fee for filming outside of regular business hours-**\$239.93**

Additional Services

Package Add On Options

Piano – 6' conservatory grand piano, tuned- **\$258.30**

Pipe & Drape Removal – **\$383.25**

Cruiser Table Use - **\$16.88/table**

Microphone - **\$42/day/per microphone**

Projector Use - **\$21/hour**

Sound System (other than regular AUX plug-in) **\$15.75/hour ***

Lighting System - **\$15/hour ***

*** Requires a technician to run**

Additional Technician Hours

\$59.85/hour

\$89.78/hour Holiday/Long Weekend Rate

**4 hour minimum if adding to a package that does not include technicians*

Policies

Security Guards

At the discretion of Town Staff, paid duty officers or security services may be required at an Event. The Event Organizer is responsible for all security expenses. For more information on requirements or whether your event may fit into this requirement, please contact staff at 19onthepark@townofws.ca or 905-640-2322.

Cancellation & Payment Policies

Dates will not be 'held' until a signed contract and a non-refundable 50% deposit have been received by 19 on the Park.

Cancellation after contract has been signed: Cancellations must be received in writing or via email.

60 days or greater – \$27.04 cancellation fee - no additional fees will be charged.

30-59 days – \$27.04 cancellation fee plus 15% of entire rental cost.

Less than 30 days notice – no refund will be issued.

A signed rental agreement/contract and 50% payment of rental fee (not including the Damage Deposit) must be received within 7 days of being issued the rental agreement/contract.

Without the receipt of these funds, 19 on the Park reserves the right to cancel the event and any obligations, implied or in writing, that have been made with the renter.

Payment may be made by way of MasterCard, Visa, cheque, debit, or cash.

Final costs for the space and services provided to the renter will be due 30 days prior to the day of your event.

Security Deposits

Security Deposits must be paid for in full at time of booking by Visa /Mastercard, cash, or cheque within 7 days receiving your rental agreement/contract.

Your deposit will be refunded, assuming there are no additional charges for cleaning/damage to the building, or outstanding balances. Please note that if you pay via cheque, issuance takes approximately 4 - 6 weeks after your rental date and will be mailed to the address on file.

A 50% non-refundable deposit is required to secure your booking along with a signed rental agreement/contract. Payment can be made by Mastercard, Visa, Cheque, debit card or cash.

Event Requirements & Usage

All rentals must provide 19 on the Park with proof of their Special Occasion Insurance, with a minimum of \$2,000,000.00 coverage.

Staff will be happy to discuss the specifics of your event at a pre-event meeting. In this meeting we will determine your staffing and equipment requirements.

There will be a rental set-up template provided for your convenience to complete.

The renter is responsible for ensuring that all relevant technical information for the event (including room layout, staffing, equipment needs, etc.) has been communicated with staff no later than 30 days prior to your event.

The number of people using the space may not exceed the maximum occupant capacity as stipulated by the Town of Whitchurch-Stouffville.

19 on The Park provides some tables and chairs and some technical equipment. Renters must bring any additional equipment they require (i.e. linens, all kitchen equipment as required and any décor). The facility will be cleaned prior to your event. If there is excessive clean up required at the end of your rental, an additional cleaning fee may be charged.

Renters are responsible for the replacement/repair of any 19 on the Park property that may be damaged during their event. A Security Damage Deposit will be taken at the time of the rental and will be refunded after your event.

Attachments or adjustments to walls, lighting, or floor may only be made in consultation with 19 on the Park staff.

The following materials/equipment are not allowed at or outside the facility:

- Confetti or rice
- Powder/Confetti Poppers(gender reveals)
- Smoke or dry ice machines (a water hazer is acceptable)
- Cotton candy machines
- Open flame
- Sparklers (outdoor use only)
- Pyrotechnics
- Paint
- Glitter
- Glues
- Tape, including masking tape
- Nails/staples
- Wish Lanterns (released paper lanterns)

Alcohol

In order to provide alcohol at your event:

- You must obtain a Special Occasions Permit (SOP) from the AGCO. Staff are available to assist with more information.
- Your server must have a valid “Smart Serve Certificate” and must be present at all times while alcohol is being served.
- The Special Occasions Permit must be posted at the area of service during your event.
- Alcohol is not permitted outside of the indoor rental space listed on the Special Occasions Permit.

Décor

Absolutely no screws, wall anchors, nails or staples may be used to attach items to the building.

No tape, including painters tape, will be permitted on any wood surface.

Any holes or marks made in/on the walls that need to be filled and painted will be done at the cost of the patron. These charges, if necessary, will be deducted from the Damage Deposit.

Glitter, paint, confetti and rice is prohibited inside 19 on the Park or on the grounds. The cost of cleaning materials and staff cleanup costs will be deducted from the Damage Deposit and/or billed accordingly.

Garbage

The renter is responsible for cleaning up all garbage and debris after the event.

Please leave filled bags at the back door for our cleaning staff to remove. All cardboard must be broken down, flattened and placed in recycle bins.

All of your personal event equipment and supplies must be removed from the facility at the end of your rental. If you require additional clean up extra time you will be charged accordingly.

Storage

Renters cannot leave or store their materials or art work at 19 on the Park outside the hours specified on your rental agreement.

Please ensure you take all of your equipment and supplies with you following your event.

The venue assumes no responsibility for items left behind.

Additional storage charges may be applied if items are left behind without prior permission from staff

Catering & Deliveries

Caterers must have all large equipment approved by 19 on the Park before the event begins (i.e. outdoor stoves, generators, food trucks).

Delivery and pick up times must be pre-arranged prior to your event.

Early drop off or a later pick up of any equipment or supplies is not permitted prior to or after your scheduled event time. This is due to other rentals that may occur prior to or following your event. Please check with staff as needed.

Kitchen

On the day of your event, a Staff member will perform a kitchen orientation to familiarize you/your caterer with our facilities.

Storage space and refrigeration space is limited.

Please bring your own coolers and ice for your bar needs to ensure space in the refrigerator for food requirements.

There is absolutely no cooking of any kind permitted in our kitchen facility as it does not have a proper ventilation system. Crock pots are permitted.

Any additional kitchen equipment required must be provided by the renter.

All kitchen cutlery, dishes, glassware, or cutting/serving utensils must be provided by the renter.

The kitchen must be left in the condition it was found.

Fire & Safety

Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, décor, other equipment, etc.

Seating aisles must remain clear of all obstructions whenever an audience is present. This includes attendees, cables, tripods, equipment, etc.

Gas or propane equipment / fixtures are not permitted inside the facility at any time. No fire elements (candles / torches / butane / burners / pyrotechnics) are permitted unless discussed in advance with staff. We strongly suggest renters take a moment before their event to familiarize themselves with the location of fire extinguishers and fire exits.

Alteration of Rates

19 on the Park is a municipally-run facility which adheres to a pre-determined fee structure. Any organization wishing to have a reduction in rates must apply in writing to 19 on the Park and may be required to present their request to an Advisory Committee or Council. The Theatre Operations & Rental Coordinator and the Supervisor of Theatre Operations do not have authorization to alter these fees. Any requests must be applied for and approved prior to the booking date of the rental (dates will not be held pending outcomes).

Additional fees for piano use, additional table/stage requirements, technician fees and security fees cannot be reduced.

***Please note renters are not allowed to bring their own sound/lighting system for events.
Please discuss with staff any additional equipment you wish to bring for your
rental. ***