



F.A.Q

What can I expect when I rent space at Cecil Community Centre?

- When you rent any space within CCC, you can expect at least 2 members from the CecilVenues Crew to be present and available to help you setup your event in whatever configuration you prefer. All Rentals include the potential use of up to 10 rectangular tables (72" X 30") and up to 15 round tables (60inch in diameter) as well as 175 chairs.

How much does each space cost?

- Every rental within Cecil Centre is charged on an hourly basis. The following table below has all prices for all of our spaces

	AUDITORIUM	AUDIO VISUAL PACKAGE	ENTERTAINMENT PACKAGE	COMMUNITY ROOM	MULTI-PURPOSE ROOM	KITCHEN
Capacity	Up to 268 persons, 110-150 person seated dinner	N/A	N/A	10 to 20 persons	20 to 30 persons	5 to 8 persons
Rental Fee	\$150.00 per hour	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour
Includes	Tables, chairs, stage	Speakers, microphones, projector, screen	Ping pong table(s), Billiards table	Tables, chairs	Tables, chairs	Stove, fridge

How does rental payment work?

- Every rental within Cecil Centre requires a \$200 deposit 1-2 weeks before the event, and payment is due in full on the day of the event. Payment can be made through direct transfer to paymentscecilvenues@cecilcentre.ca or via cash/cheque to "Cecil Community Centre"

Is there a capacity limit within Cecil Centre?

- Within our auditorium, there is a capacity limit of 268 people. For seating arrangements, the capacity is around 100-150 people depending on table placements. Our downstairs rental area capacity is about 10-20 people for each room.

What hours are available for rental?

- Our event space will be traditionally available from 4 pm to 1 am depending on whether we have other programs using up the space. Exceptions can be made to start your event earlier in the day depending on the nature of your event. Please note that noise will be turned down by 11:00pm in accordance with city bylaws.

Does the rental include general supplies?

- Most groups that rent space at Cecil Centre will bring their own supplies such as decorations, glassware, flatware, tablecloths, takeout containers, etc. We do have a small supply of some supplies in case your event runs out, but it is very limited so please prepare your supplies beforehand.

Do you have a list of recommended vendors?

- Upon request, we can provide a list of vendors that we have used in the past and trust fully, ranging from food and desserts to party supplies and DJ's.

Can I drop off supplies on days leading up to the event? Can I leave supplies after the event and pick it up at a later date?

- Yes, while you cannot begin setting up early, you can leave some supplies here up to 24 hours ahead of time make the day of your event easier. Post-event, you can also leave some limited supplies here overnight to be picked up the following morning.

Is set up and tear down time included in the rental?

- Yes, this means that **you cannot come early to set things up** as we may have other groups using the space before your event. Please include and accommodate time to prepare and clean up your event when booking.
- Keep in mind that the event crew will **help** your group with both setup and teardown. If you don't want to clean and you want our event crew to entirely take care of cleaning up, we do offer a clean-up service for a flat rate of \$125.

Is there a sound system available for use?

- Within our AV package, you get access to two large speakers and microphones as well as a projector & screen if you wanted to display images or videos on the backwall at a rate of \$30/hour! Please note that **noise will have to be monitored and potentially lowered by 11:00pm** in accordance with city laws.
- List of AV Package Items
 - o [2 NX55P Speakers](#)
 - o [2 Shure SM58 Microphones](#)
 - o 3 25ft XLR Cables and 3 50ft XLR Cables
 - o [802VLZ4 Mixer](#)
 - o [Epson 1080p Projector](#) & our Wall Mounted Projector Screen

Can I bring alcohol for our event?

- Absolutely, alcohol is always welcome in any event, there is a small fridge that you can use within the auditorium, but we recommend you bring ice trays/coolers. You will need to acquire a special occasion permit. This can be done via the LCBO website at, www.agco.ca/alcohol/special-occasion-permits-private-event

Can I request a larger team to help with our event?

- Absolutely, our team can grow in accordance with your event needs. Our team count per event begins at 2 members and we charge an additional \$25/hour for every additional Crew member requested.

Can I bring food for our event?

- Food is welcome for any event. Please remember to bring food warmers in case the food is meant to be served hot. Also ensure to **bring takeout containers to pack up any leftover food and drink**. We can also offer our downstairs kitchen for \$30/hour.
Any food left behind will be donated to community centre members.

Are there are any rules I should be aware of?

- There are four main things to remember when renting space in Cecil Community Centre.
 - o Please abstain from smoking within the venue, smoking out front is perfectly acceptable.
 - o CecilVenues pays its Events Crew a living wage so gratuities are not necessary, however you are invited to make a donation to the Centre in a Crew Member's name if you wish.
 - o Thank you in advance for the offers of meals and refreshments. We kindly ask that guests refrain from offering CecilVenues staff alcohol, and/or cannabis
 - o In accordance with City Bylaws, all noise will need to be lowered to a comfortable volume by 11:00 PM

If the CCC is a not-for-profit, why does it charge for rentals?

- CCC is a not-for-profit. We have been serving our community for the last 40 years, but we still need to fundraise for all of our programs and services that we offer the community. 90% of your rental fee goes towards supporting families, youth, and seniors in downtown Toronto.

A single wedding provides 20 children in our after-school program with a nutritious snack every day for an entire year.