



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 set up 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 (60 inches 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

HOURLY RATES	AUDITORIUM	AUDIO VISUAL PACKAGE	ENTERTAINMENT PACKAGE	MULTI-PURPOSE ROOM	KITCHEN & COMMUNITY ROOM	GARDEN SPACE
Capacity	Up to 268 persons, 110 person seated dinner	N/A	N/A	20 to 30 persons	10 to 20 persons	20-40 persons
Rental Fee	\$150.00 per hour	\$35.00 per hour	\$30.00 per hour	\$50.00 per hour	\$50.00 per hour	\$50.00 per hour
Includes	Tables, chairs, stage, Wi-Fi	Speakers, microphones, projector, screen	Ping pong table(s), Billiards table	Tables, chairs, Wi-Fi	Tables, chairs, stove, fridge, Wi-Fi	Garden Furniture, Wi-Fi

How does rental payment work?

- Every rental within Cecil Centre requires a deposit of 25% of the total invoice amount 1-2 weeks before the event, and payment is due in full at least 10 business days before the day of the event. Payment can be made through direct transfer to paymentscecilvenues@cecilcentre.ca or via cash/cheque to “Cecil Community Centre”

What is the capacity limit within Cecil Centre?

- There is a standing capacity limit of 268 people in our auditorium space. For seating arrangements, the capacity is around 100-150 people depending on table placements.

What hours are available for rental?

- Our event space is traditionally available from 4 pm to 1 am depending on whether other programs are 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 DJs. Any and all Vendors are welcome in our space

Can I drop off supplies on the days leading up to the event? Can I leave supplies after the event and pick them up later?

- Yes, while you cannot begin setting up earlier than your scheduled start time, you can leave some supplies here up to 24 hours ahead of time to 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. Every event will have a Post-event Cleaning Cost of \$200 which includes an extra hour of rental allocated to cleaning the space and leaving it in its original state.
- Keep in mind that the event crew will help your group with both setup and teardown.

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 \$35/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 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 alcohol for our event?

- Absolutely, alcohol is always welcome in any event for a flat fee cost of \$150. We always provide our custom-made, hand-built bar for events that plan to bring alcohol. You will need to acquire a special occasion permit for an event where alcohol is present which can be done via the LCBO website at, www.agco.ca/alcohol/special-occasion-permits-private-event

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 \$50/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 our auditorium or garden, 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 the 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.

Are there any hidden fees?

- There are only two fees you might need to worry about as a CecilVenues Renter, the Post-event cleaning cost and the Multi-Staff Assistance Fee!
- The Post-event Cleaning cost is an additional cost tacked onto every event that includes an extra hour of rental allocated to cleaning the space and leaving it in its original state. Our staff will gladly assist you in cleaning your equipment and belongings while also taking care of the space!
- The Multi-Staff Assistance Fee is an additional charge of \$25/hour (**This Extra cost goes directly to our staff!**) for events that are larger than usual and requires more work and subsequent staffing from our end. An event qualifies for the large party surcharge if the event fulfills any 2 of the following:
 - o Alcohol is planned to be served
 - o Food is planned to be served
 - o There are more than 135 planned attendants
 - o Dinnerware is planned to be rented and delivered to our building.