

PUSLINCH COMMUNITY CENTRE – RENTER INFORMATION PACKAGE

GENERAL HALL RULES/INFORMATION:

- The address of the facility is 23 Brock Road South, Puslinch ON, N0B 2J0.
- Wifi: Network: cc-wifi, Password: PuslinchCC
- Renters that have booked the hall for the full day (full day rate) have access to the facility from 10:00am until 2:00am the following morning.
- There are approximately 250 parking spots in front of the building. Additional parking is available behind the blue shed.
- Smoking and vaping are strictly prohibited inside the Puslinch Community Centre. In accordance with the Smoke-Free Ontario Act, no one is to smoke within nine meters of building entrances/exits.
- All renters are required to have liability insurance with a minimum of \$2,000,000 in liability. This can be purchased from the Township of Puslinch or individually. If the renter is providing their own liability insurance, proof of insurance is required listing the Township of Puslinch as an additional insured. This information must be submitted to the office in advance of your event, please email it to services@puslinch.ca. The Township of Puslinch assumes no responsibility for personal injury, damage, or lost or stolen articles of the renter or anyone attending the function.
- All rentals are required to provide a security deposit, payable by cheque.
- The set up and take down of tables and chairs is the sole responsibility of the renter and must be included in your rental time.
- The renter is responsible for placing the chairs and tables back in the storage room at the end of the event the way they were found (example pictures are on the wall in the storage room).
- Renters may use any of the items included in the kitchen. All kitchen items that have been used must be run through the dishwasher, dried and placed back in the appropriate cabinet/cupboard. Please soak the utensils in hot soapy water before running them through the dishwasher to avoid having to run the dishwasher multiple times.
- Dinner plates are located on a black trolley under a brown cover in the caged storage room.
- The stove should be turned off after your rental. The blue pilot lights at the back of the burners remain on. Please do not turn off the gas supply.
- There is one light switch by the main doors of the Archie MacRobbie Hall that controls the fluorescent lights. There is a full light switch panel behind the doors in the kitchen which controls the pot lights as well as the fluorescent lights.
- Linens are NOT supplied by the Township. This includes, but is not limited to wash cloths, tea towels, table cloths. The renter is responsible for providing these items.
- The large hall (Archie MacRobbie Hall) and the meeting room (Alf Hales Room) are rented separately. You are only permitted to use the space noted on your rental contract. The washrooms, lobby, coat room and tables & chairs are common spaces/items. The renter assumes the risk that these areas/items may be used by another rental group at the same time.
- Pets are not permitted in the building. If your pet is on the outdoor premises, please make sure you clean up after them.
- To access the facility, renters can request one of the two following options:

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1. A programmed access key, picked up at the Township Office (during business hours) the week of the event. The access key will allow the renter to enter the facility through the main doors and the kitchen door. The renter is responsible for the care of this key, returning it to the Township Office following the event. If the access key is lost, damaged or not returned, the security deposit will be cashed and a charge of \$50.00 will be deducted.
2. The renter must advise Township staff of the time the main hall doors should be programmed to unlock for their event, and the time they would like the main hall doors to lock at the conclusion of their event.

PUSLINCH COMMUNITY CENTRE ROOM CAPACITIES:

NON-LICENCED EVENTS ONLY – NO ALCOHOL IS PERMITTED

ROOM	NON-FIXED SEATING	SEATED EVENT	MAXIMUM OCCUPANCY
Archie MacRobbie Hall	250	25 tables (approx. 200 guests)	286
Alf Hales Room	30	3 tables (approx. 24 guests)	55

LICENCED EVENTS ONLY – SUBJECT TO THE TOWNSHIP’S ALCOHOL RISK MANAGEMENT POLICY

ROOM	NON-FIXED SEATING	SEATED EVENT	MAXIMUM OCCUPANCY
Archie MacRobbie Hall	241	25 tables (approx. 200 guests)	286
Alf Hales Room**	30	3 tables (approx. 24 guests)	55
Lobby (full hall rentals only)	40	4 tables (approx. 32 guests)	341

**If licensing all rooms in the Puslinch Community Centre, the capacities for each room must be maintained throughout the event

****Please speak with a Customer Service Coordinator should you be interested in hosting a licenced event****

EMERGENCY CONTACT:

Alcohol and Gaming Commission of Ontario - for emergencies related to Licensed Events	1-800-522-2876
Township Municipal Office - business hours from Monday to Friday <ul style="list-style-type: none"> • 9:00 a.m. to 4:30 p.m. - September to June • 8:30 a.m. to 4:00 p.m. - July and August 	519-763-1226 ext. 107 or services@puslinch.ca
Township After Hours (evenings, weekends & Statutory holidays)	519-766-8706

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DECORATING:

- Renters are NOT permitted to attach decorations to the walls, ceiling, windows or floor with staples, nails, tape or adhesives that will leave marks and or holes. Please consider using green/blue painters tape to affix decorations.
- The use of rice, confetti or decorative sparkles is not permitted.
- No open flames are permitted; candles must be placed in votive or hurricane candle holders.
- No tables or chairs are permitted outside of the building.
- Chairs must be removed and replaced in the designated storage area using the chair cart.
- In the interest of safety, please do not have extension cords crossing your areas of traffic flow.
- There are two emergency exit doors located in the main hall on both sides of the stage. They are to remain clear of any obstruction, including tables and pipe/drape decor, at all times.
- Christmas decorations are placed in the foyer and Archie MacRobbie Hall after Remembrance Day in mid-November and remain set up until the New Year. They are not to be removed or taken down under any circumstances.
- It is the responsibility of the renter to ensure their decorator is aware of the above guidelines.

AUDIO EQUIPMENT:

- If your event requires an audio sound system, it is the your responsibility to provide or rent one.
- There is no piano at the Puslinch Community Centre.

CLEAN UP DUTIES:

The renter is responsible for the following with respect to cleaning the facility following the event:

- Wipe down, stack and place all chairs in the storage room (maximum 6 chairs per stack)
- Wipe down all tables and return to the storage area
- Remove all food and beverage
- Remove all decorations
- Wash, dry and put away accordingly all kitchen items used during the rental
- Wipe down all kitchen counters
- Remove all garbage, by placing it in the garbage bin located in the side parking lot (out the kitchen door)
- Recycling bins are to be left outside the kitchen door against the building
- Turn off all of the lights. Note: the washroom and storage room lights are on a motion sensor
- No Township property is to be borrowed or removed from the facility
- If the renter neglects to clean the facility in accordance with the above, the Township will retain the security deposit and deduct the costs associated with Township staff having to complete the above duties.

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TABLES & CHAIRS:

CHAIRS	
Beige chairs	298
See detail and diagram below	
TABLES	
8ft x 2.5 ft. Rectangle	26
6ft x 2.5 ft. Rectangle	6
5ft Round	20

CHAIR DIMENSIONS



Dimensions: 710P Beige-Chrome

Back height:	33
Leg width front:	21
Leg width rear:	21 ⁵ / ₈
Back width:	17"
Seat height:	18 ¹ / ₂ "
Seat depth:	16 ³ / ₄ "
Seat width:	17 ¹ / ₄ "

Weight 12 lbs.

Cube 1.6

COFFEE URN INSTRUCTIONS:

***** The coffee urn takes approximately 45 minutes to brew *****

- Renters are welcome to use the coffee urns for their event.
- Coffee urns must be cleaned and put away after use.
- It is the renter's responsibility to supply their own coffee to be used in the urns.

Brewing instructions:

Amounts of ground coffee (regular grind):

1. Use cold water
2. Fill to indicated level
3. Add basket with coffee
4. When the light glows, the coffee is ready. Remove the basket and stem.

BREWED COFFEE	AMOUNT OF GROUND COFFEE
40 Cups	2 ¹ / ₂ cups
60 Cups	4 cups
80 Cups	5 cups
100 Cups	6 ¹ / ₄ cups

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COMMUNITY CENTRE KITCHEN CONTENT LIST:

Bowl – medium	35
Bowl – large	9
Bowl – small	2
Bowl – stainless steel mixing	4
Bun basket	13
Can opener	2
Chafing dish – complete (Fuel not included)	6
Chafing dish – extra inside pan	2
Coffee urn – large	3
Coffee urn – small	1
Coffee water pail	1
Creamer & Sugar Sets	21
Coffee/Tea Cups – white	230
Coffee Insulated Carafe	23
Cutting board	3
Dessert/Fruit Nappy	250
Egg lifter	1
Forks – dinner	184
Forks – meat, large	1
Forks – dessert	287
Glass – juice	256
Glass – water	250
Gravy boat	42
Horseradish bowl	26
Ice cream scoop	2
Juice opener	5
Can opener	2
Kettle – plug in	1
Knife – cake (silver)	1
Knife – electric	1
Knife sharpener	1
Knife – Dinner	250
Knife – large	10
Ladle	2
Measuring cup	1
Oven Mitts	2
Pan – large cooking	3
Pan – small cooking	3
Pie lifter	1
Pizza Cutter	2
Plate – dinner	242
Plate – dessert/salad/bread & butter	450
Platter – white	28
Potato masher – large & medium	2

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Potato masher – small	1
Potato peeler	2
Pot – double boiler with lid & strainer	1
Pot & lid – large (with 1 insert)	4
Pot & lid – medium (with 1 insert)	2
Pot & lid – small	1
Punch bowl	1
Relish/Pickle tray	32
Roasting pan	3
Salt & Pepper sets	30
Saucer (coffee/tea cups)	224
Scissor	1
Spaghetti Spoon	1
Spatula	4
Spoon – large (cooking)	12
Spoon – sugar/horseradish	13
Spoon – tea	133
Spoon – vegetable (serving) – large	20
Spoon – vegetable (serving) – medium	59
Strainer – vegetable	2
Tea Pots	11
Tongs	8 Large, 5 Small
Tray – Large baking	18
Tray – large (oval)	3
Trolleys	2 Silver, 4 Black
Vegetable lifter	2
Water jug	20
Whisk	2
White bin	9
Wine Glass	276

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If you intend to have a food truck or inflatable device, please work with the Township office staff to ensure all requirements are met. These are permitted, by special arrangement only.

MOBILE FOOD SERVICE VEHICLE CHECKLIST

- Mobile Food Service Equipment Annual Inspection Certificate (TSSA certification)
- Copy of Commercial General Liability Insurance (\$2,000,000 minimum) naming the Township of Puslinch as additional Insured
- Copy of valid Ontario Automobile Insurance (\$2,000,000 minimum) for the term of the event
- Site plan noting the proposed location of the Mobile Food Service Vehicle (Site plan attached for your perusal)
- Written approval from the Wellington Dufferin Guelph Public Health (website noted below) <https://www.wdgpUBLICHEALTH.ca/your-community/inspections-businesses-events/hosting-special-event>

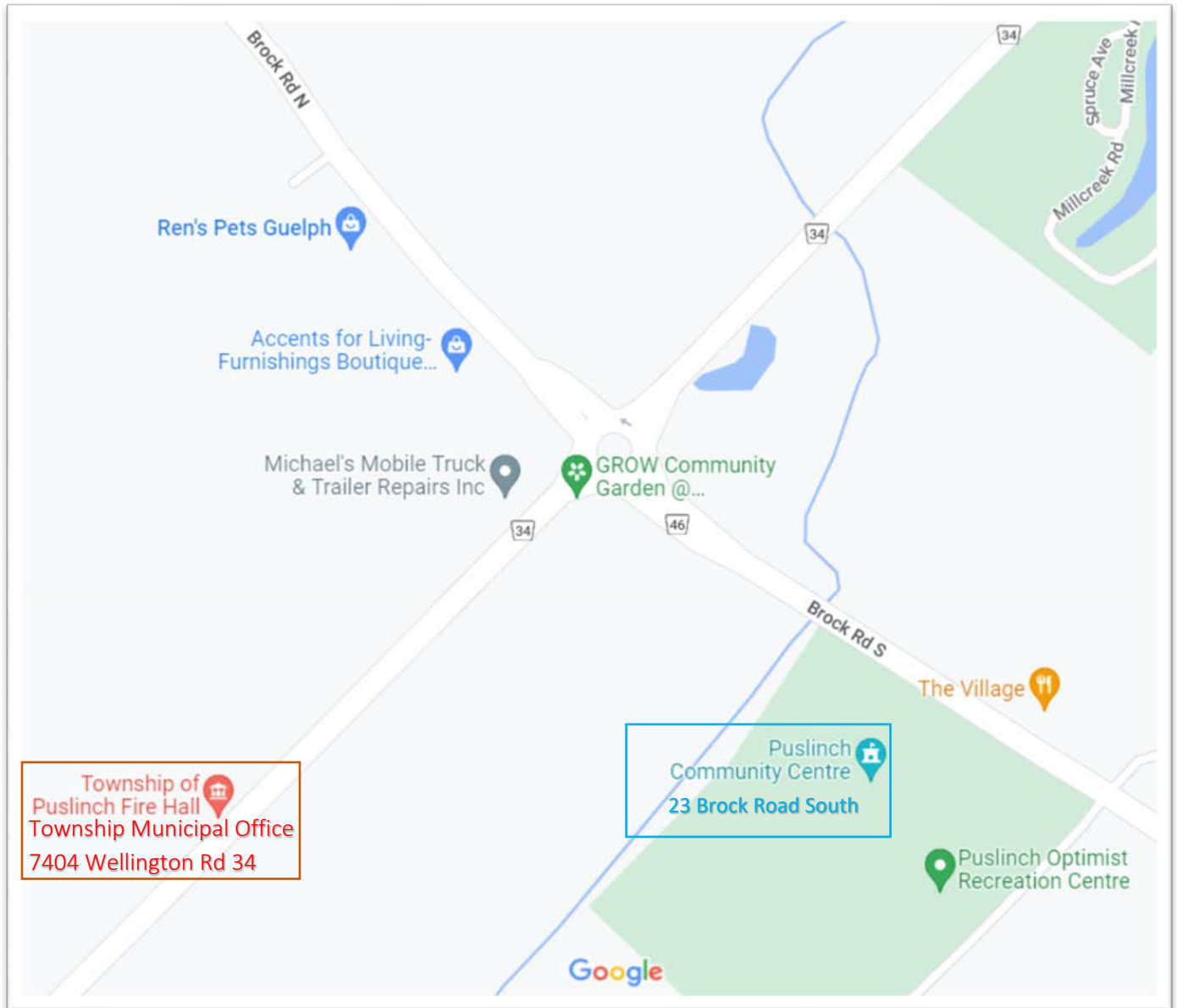
INFLATABLE DEVICES CHECKLIST

Renters are permitted to have inflatable structures on the Puslinch Community Centre grounds but they must provide their own power source. Also required are the following:

- Copy of Commercial General Liability Insurance (\$2,000,000 minimum) naming the Township of Puslinch as additional Insured
- A list of all inflatable devices being used
- Copy of TSSA Operators Licence, for each device that requires a permit
- Copy of the TSSA Permit for the inflatable devices being used, that require a permit

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GOOGLE MAP – TOWNSHIP MUNICIPAL OFFICE & COMMUNITY CENTRE



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