Willie O'Ree Place Community Rooms



Available Hours: 8am – 10pm

Rate: click here



Set-up/capacity per room

- 40 people theatre style/rows of chairs
- 60 people round tables, seats of 8
- 40 people rows of tables
- 30 people boardroom/U shaped set up
- Open space, no tables and chairs

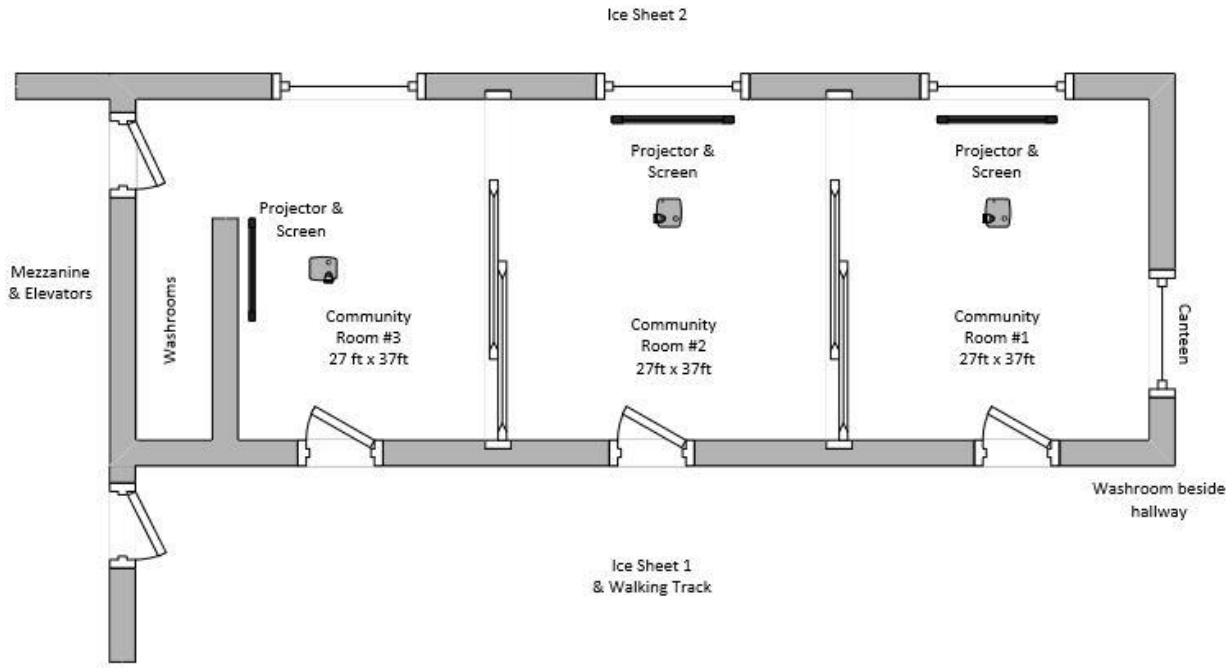
All three rooms

- 120 people round tables, seats of 8
- 200 people open space

Included at no extra charge (must be requested beforehand)

- Projectors & screens (cords are provided for devices with HDMI input. If the user device requires another connection, a dongle must accompany the device)
- Wifi
- Podium
- Set-up of tables and chairs
- Wireless microphone (available in all three rooms together or room #3

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Terms & Conditions

Payments

1) **One-Time Events and Tournaments** Payment for one-time events, including tournaments, is required in full at the time of booking. Access to the facility will not be permitted until the payment has been received.
2) **Recurring/League Bookings** Payments for recurring or league bookings must be made one month in advance. A contract for the upcoming month will be sent to users, and full payment is due upon receipt of the contract. Failure to make payment as scheduled will result in cancellation of the contract. If changes to the contract occur during the month, any resulting debits or credits will be reflected in the following month's invoice. At the end of the season, all outstanding balances must be paid in full for users to secure bookings for the subsequent season. Any credits accrued at the end of the season can be refunded or applied to the account for future bookings.

Changes and Refunds

3) Contract holders who cancel their rental contract **14 days or more prior** to the rental date will receive a **full refund**. Cancellations made **within 14 days** of the rental date are eligible for a **50% refund**, unless the rental period can be rebooked by another client, in which case a full refund will be issued.
4) The City of Fredericton reserves the right to cancel or adjust the time on this agreement, or any reserved/booked times, at least one week prior to the date of the use, or by reason beyond the control of the City of Fredericton (weather, power outages, ice conditions, unexpected year end High School or University playoff games, or any other unforeseen circumstances).

5) Contract rental times are non-transferable, and the contract holder is not permitted to sublet facility time.

Contract Holder Expectations

6) All set up, take down and cleaning must be completed DURING THE CONTRACT TIMES. The facility will not be open for setup until the rental time begins. If staff need to stay beyond your rental time for clean-up, additional facility fees will apply. **Changes to a facility contract (e.g., modification of day, time or facility) within 14 days of the rental date will result in a change fee of $25.**
7) Room rentals are for the designated room only and include the use of chairs and tables. Renters are to provide all other required materials, be responsible for securing their own materials and removing them from the facility following their function. **Room set up must be submitted to the facility supervisor two weeks before rental.**
8) After an event, users will be required to clean up the room by picking up their garbage, cleaning off tables, tidying up the room and cleaning the kitchen (if applicable). Users will not be responsible for taking down tables, cleaning washrooms, or washing floors.
9) Renters are welcome to bring in food/potluck for their event. Use of the kitchen/canteen is by permission from the Y's men, extra fees for use apply. No renter may sell food or do a giveaway of any type without permission from the Y's men.
10) Decorations are permitted. Absolutely no tacks or adhesive tape (scotch tape) is to be used on the walls; only low tack masking tape is permitted. If in doubt, please check with staff or Unit Supervisor. No decorations may be hung from the ceiling. Confetti not permitted inside the building or in the parking area.
11) Dances are permitted only as organized program. Weddings are not permitted.
12) Contract holder program participants must follow the direction of Recreation Division Supervisors and all posted facility rules. Abuse of City staff will NOT be tolerated. Ensure that a group leader is present and responsible for the supervision of program participants and spectators. Group leaders are to identify themselves with the facility Supervisors.

Damages

13) Contract holder is responsible for any damage incurred to the facility or City property and equipment because of any act or omission of the contract holder or the group represented by or affiliated with the contract holder, your members, users, and invited guest. In the event of any damage, the City of Fredericton will make all repairs necessary and the contract holder will be responsible for repayment to the City of Fredericton.
14) The City of Fredericton shall not be liable for any damage or loss of property brought into the facility. Any unclaimed property left onsite will be donated to charity after six (6) months. The City of Fredericton is not responsible for lost/stolen equipment or personal items. Contract holder must accept full responsibility for any damages or loss of equipment.
15) Tampering with city-owned equipment is prohibited. Any contract holder misusing facilities, causing public disturbance, or harassing City Staff will be suspended from any further rental and all fees will be forfeited.

Contract Termination

16) The City may, but is not obligated to, abide by the following guidelines for suspension or termination of the agreement due to the behavior of the contract holder or its members regarding breach of contract agreement or the facility rules and regulations.

a. 1st (first) Offense - Verbal Warning. Staff may issue a verbal warning. This verbal warning will be documented and kept on file.
b. 2nd (second) Offense - Written warning. Contract holder will receive a written warning regarding its behaviours or behaviours of its members.
c. 3rd (third) Offense – Termination of agreement

17) In accordance with City of Fredericton By-Law No. L19; no person shall use parklands, or any part thereof for the purpose of holding or carrying on a fair, carnival, bazaar and any other activity for profit or gain, except with the permission of the City Council.
18) The following is strictly prohibited:
    a. Alcohol in or around the building, except for licensed events*;
    b. Smoking or vaping in or around the building including decks, or in wooded areas;
    c. Illicit substances;
    d. Any activity that is deemed inappropriate in the sole discretion of City Staff or representative of the City of Fredericton
19) Report all problems or concerns to the Recreation and Culture Division by phoning 460-2020 or e-mailing recreation@fredericton.ca.