

Willie O'Ree Place Community Rooms



Available Hours: 8am – 10pm

Rate: \$22.50/hr per room

Set-up/capacity per room

- 60 people theatre style/rows of chairs
- 40 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

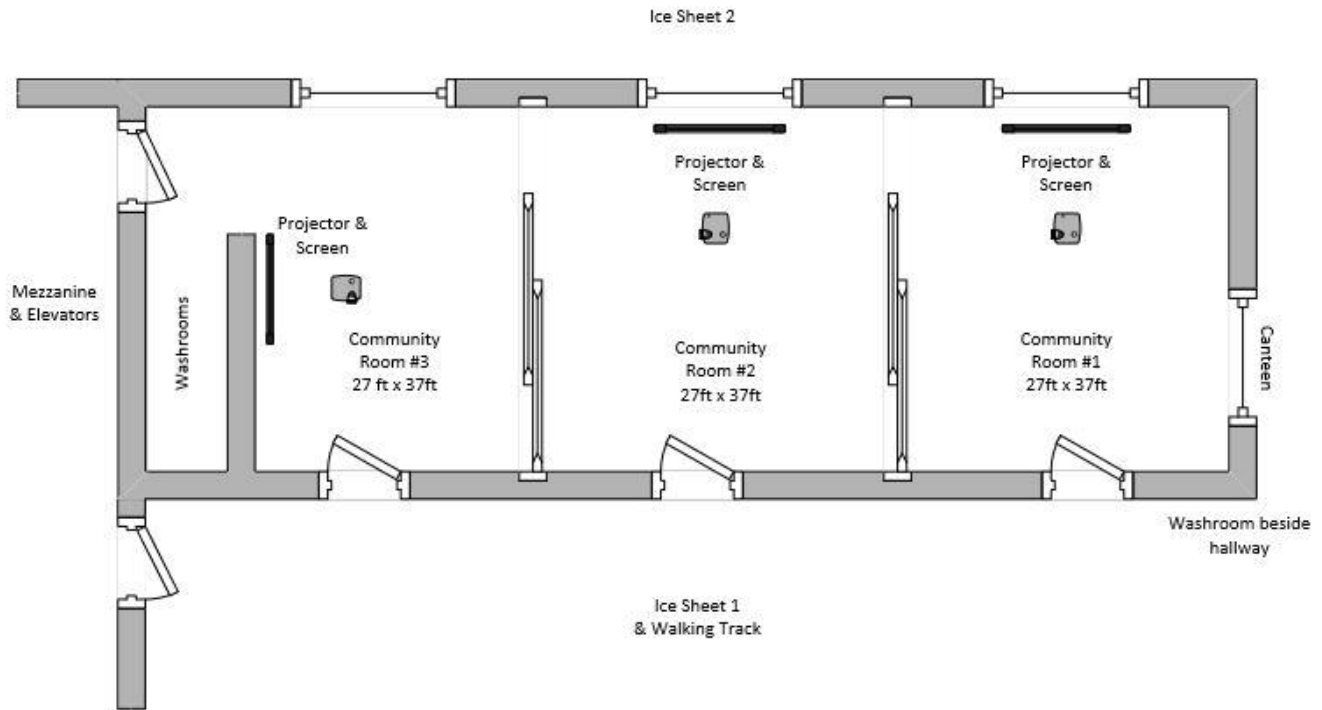
- 120 people round tables, seats of 8
- 200 people open space



Included at no extra charge (must be requested beforehand)

- Projectors & screens
- Wifi
- Podium & microphone
- Set-up of tables and chairs
- Flipcharts & markers

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Rental Requirements

1. Room rentals are for the designated room and time on the contract only. The time on the contract INCLUDES set up and take down.
2. The room rental includes the use of chairs, tables, projector and screen(s). Renters are to provide all other required materials, be responsible for securing their own materials and removing them from the facility following their function.
3. 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.
4. If alcohol is required for your function, then the renter must contact the Y's Men. Special Occasions permits are not permitted.
5. 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.

6. The renter is liable for any and all damage to the facility and will be responsible for paying for damage caused during the use of the facility.
7. Community Rooms close at 12 a.m. for special event rentals only.
8. The City of Fredericton reserves the right to reject any application.
9. Special/Community Event requests must be submitted for consideration in accordance with the City of Fredericton Special Events Application Forms.
10. Absolutely no smoking or vaping in the building.
11. No confetti in or around the building.

Fees

12. Fees include set-up of tables and chairs according to floor plan submitted or discussed with staff.
13. Renters using a community room(s) on a continual basis must pay for the rental according to the terms and conditions on this contract agreement.
14. All one time rentals must be paid at time of booking.

Cancellations

15. In the event that inclement weather forces cancellation of an event, the refund will be in full.
16. Cancellations are required 7 days in advance for a full refund. Cancellations can be made by calling Service Fredericton at 460-2020.

Cleaning

17. After an activity or event, users will be required to clean up the room by picking up their garbage, cleaning off tables, tidying up the room, cleaning kitchen (if applicable). Failure to do so can jeopardize future rental opportunities and groups may be charged a cleaning fee if deemed necessary by staff.
18. Users will not be responsible for taking down tables, cleaning washrooms, or washing floors