

# CITY OF TIMMINS HALLS

## Service Timmins

Located at 220 Algonquin Blvd. East, Timmins, ON, Main Floor

Hours: Monday to Friday from 8:30am – 4:30pm



### Facility Description & Cost.

#### MCINTYRE COMMUNITY CENTRE

85 McIntyre Road, Schumacher, ON

##### **McIntyre Ballroom**

###### **Hall Capacity:**

Size: 88ft x 60ft (5280 square feet)	ceiling height 17.5 ft
Assembly Style	500 chairs
Dining and Dancing	Rectangular Tables 360 people
	Round Tables 260 people
Dining only	Rectangular Tables 400 people
	Round Tables 380 people

###### **Extras:**

Air conditioned	Bar – bar fridge, freezer, sink (no kitchen)
Stage	PA system
Accessible (elevator)	Accessible washroom

###### **COST:**

###### ***4 HOUR SESSIONS***

2019 \$202.36 + HST

2020 \$208.94 + HST

###### ***FULL DAY RENTAL***

2019 \$809.42 + HST

2020 \$835.73 + HST

###### ***EVENT WITH ALCOHOL***

2019 \$925.05 + HST

2020 \$955.12 + HST

##### **McIntyre Auditorium**

###### **Hall Capacity:**

Size: 35 ft x 74 ft (ceiling height 14ft)	
Assembly Style	160 chairs
Dining and Dancing	Rectangular Tables 140 people
	Round Tables 100 people
Dining only	Rectangular Tables 150 people
	Round Tables 120 people

###### **Extras:**

Air conditioned	Bar – Bar Fridge and portable bar (no kitchen)
PA system	Accessible (elevator)
Risers available (upon request and availability)	

\*Accessible washroom available in the McIntyre Ballroom

###### **COST:**

###### ***4 HOUR SESSIONS***

2019 \$167.67 + HST

2020 \$173.12 + HST

###### ***FULL DAY RENTAL***

2019 \$543.47 + HST

2020 \$561.13 + HST

###### ***EVENT WITH ALCOHOL***

2019 \$659.10 + HST

2020 \$680.52 + HST

***Curling Club Floor and Lounge: (No PA system)***

Bookings from April 1<sup>st</sup> to October 1<sup>st</sup> are booked through Service Timmins

Bookings from October 1<sup>st</sup> to March 31<sup>st</sup> are booked through the Curling Club. 705-360-1770

**Curling Club Floor:** (150ft x 100ft)    **Curling Club Lounge:** (upper: 70ft x 45ft / lower: 14ft x 97ft)

**COST:**

***FULL DAY RENTAL***

OCT 2018 \$ 1,999.83 PLUS HST

OCT 2019 \$ 2,064.82 PLUS HST

OCT 2020 \$ 2,131.93 PLUS HST

***McIntyre Arena Surface:*** Size: 192ft x 82ft

Arena Floor Rental:

*(From April until August)*

Additional cost for events on the McIntyre Arena Floor (winter months):

Ice – Floor Covering

**COST:**

OCT 2018 \$2,676.60 + HST

OCT 2019 \$2,763.59 + HST

OCT 2020 \$2,853.41 + HST

**Note:** The McIntyre Coffee Shop has “First Right of Refusal” for catered events in the McIntyre building. With this being said, you have to allow the McIntyre Coffee Shop a chance to match any quote received from any other catering company.

**McIntyre Coffee Shop:** 360-5225

**Judi (Owner):** (705) 266-3645

**Marc (Owner):** (705) 365-7253

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**Maurice Londry Community Centre**

*66 Main Street, South Porcupine ON (Beside Transit)*

**Size:**

53ft x 39.5ft

**Hall Capacity:**

Rectangular Tables 141 people

**Extras:**

Kitchen (Stove and fridge)

**COST:**

***4 HOUR SESSIONS***

*(Community Groups)*

2019 \$138.75 + HST

2020 \$143.26 + HST

***4 HOUR SESSIONS***

*(Commercial and Private)*

2019 \$231.27 + HST

2020 \$238.78 + HST

***EVENT WITH ALCOHOL***

2019 \$416.27 + HST

2020 \$429.80 + HST

## **Whitney Hall**

*Located at the Whitney Arena*

**Size:** 38ft x 40ft

**Hall Capacity:** Max 40 people

**Rental Process:** Contact Lester Cudmore with the Masons for hall availability at 705-235-5358  
Contact Services Timmins for confirmation and payment of hall rental 705-264-1331

**COST:** *4 HOUR SESSIONS*

2019 \$122.54 + HST

2020 \$128.67 + HST

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## **Sportsplex Lower Foyer**

*Located at the Sportsplex Arena - 396 Theriault Blvd*

*From approximately October to April*

**Size:** 18.5ft x 54ft

**Hall Capacity:** Assembly Style 75 people  
With tables and chairs 50 people

**COST:** *4 HOUR SESSIONS*  
*(Community Groups)*

2019 \$28.92 + HST

2020 \$29.86 + HST

*1 HOUR USE*  
*(Commercial and Private)*

2019 \$28.92 + HST

2020 \$29.86 + HST

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## **Arena Floors**

*Rentals from approx. MAY – AUGUST*

### **Sportsplex**

396 Theriault Blvd

Size: 200ft x 85ft

### **Mountjoy**

814 Park Avenue

Size: 180ft x 80ft

### **Whitney**

Hwy 101 E

Size: 180ft x 80ft

### **COST:**

OCT 2018 \$2,127.85 + HST

OCT 2019 \$2,197.00 + HST

OCT 2020 \$2,268.41 + HST

OCT 2018 \$1,198.31 + HST

OCT 2019 \$1,237.26 + HST

OCT 2020 \$1,277.47 + HST

OCT 2018 \$1,198.31 + HST

OCT 2019 \$1,237.26 + HST

OCT 2020 \$1,277.47 + HST

## **Booking Procedure**

- Call Service Timmins to confirm availability and book the facility of choice
- 50% deposit is required within a week after initial booking
- Balance is due 1 month prior to the event

### **Operating your own bar:**

Leisure Services Department requires the following 2 weeks prior to your event:

- ☐ Copy of liquor license, which is purchased at the Liquor Store
- ☐ Copy of **\$5,000,000** liability insurance policy with City of Timmins named as additional insured
  - ❖ You can use your own insurance or conveniently use PAL insurance 1-800-265-8098
- ☐ The completion of our Municipal Alcohol Policy forms
- ☐ The Completion of our Rental Questionnaire
- ☐ Names and certificate numbers of “Smart Serve” certified bartenders
- ☐ All beer and alcohol must be cleared from hall that same night, along with any valuable items by 3:00am

Events open to the public (ex: Stag and doe):

- ☐ Proof of hired Security guards – Contract from Company
- ☐ Damage Deposit of \$1,000

### **Food requirements in our facilities:**

All public events serving food: Due to health and safety reasons, all food must be catered by a licensed caterer/kitchen. Also, you must contact the Porcupine Health Unit to fill out the Special Event Application-Notification. They can be contacted at 705-267-1181.

Distribution of food at private events: Food does not need to come from a licensed kitchen; however, it is recommended due to health and safety reasons.

Events at the McIntyre Community Centre: The McIntyre Coffee Shop has “First Right of Refusal” for catered events in the McIntyre building. With this being said, you have to allow the McIntyre Coffee Shop a chance to match any quote received from any other catering company. You can contact the McIntyre Coffee Shop at 705-360-5225.

### **Cancellation Policies:**

Ice rental and hall rental (without alcohol): If the notice of cancellation is made with more than 10 working days to the rental date there will be a \$5.00 administration fee charges. The full rental fee will be charges if notice of the cancellation of the rental is received within 10 working days of the rental.

Hall rentals (commercial bookings or events with alcohol): A cancellation fee of \$75 applies to all commercial bookings or events involving alcohol. The full rental fee will be charges if notice of the cancellation of the rental is received within 10 working days of the rental.

**For any further inquiries, please contact Service Timmins at (705) 264-1331**