



## Rental Rates & Policies 2023

Below are the rental packages and pricing for 19 on the Park. Please call the Box Office at 905.640.2322 or email [19onthepark@townofws.ca](mailto:19onthepark@townofws.ca) for more info and to check availability.

*\*Please note that each rental time includes your set up and tear down time. Packages cannot be reduced due to unused services. Additional services are available for an additional cost.*

*All prices are subject to HST*

*\*Specific rental rates available for events serving alcohol. All individuals are subject to provide all alcohol related and required documentation before rental date. 19 on the Park maintains the right to cancel if these are not presented two weeks prior to a rental\**

*\*Event insurance is required for all events\**

### Full Service Packages

**Individual Party Package:** *Regular - \$619.50, Serving Alcohol - \$921.90*

(Birthdays, Bridal Shower, Baptism)

6 Hours in Great Hall

Use of Kitchen Facilities

Sound System for iPod or similar plug in

Tables and chairs set up by our staff (if required)

**Theatre Rental Package:** *Regular - \$991.20, Serving Alcohol - \$1,547.70*

(Large productions, Fundraisers)

10 hours entire facility (Great Hall, Kitchen, Dressing Room)

Sound System incl. equipment (mics, cords, walkies etc)

Lighting System

Projection System

2 Professionally trained technicians for up to 5 hours or one technician for up to 10 hours

**Wedding Package: \$2,371.95**

12 Hour Rental Day of Event

Entire Facility including Kitchen & Dressing Room

Tables & chairs set up

Podium use with Mic (projector if required)

Sound System & basic Stage Lighting – Technician included for up to 10 hours

**Civil Ceremony Package: \$469.35**

(Available 8:00am - 5:00pm Monday - Friday)

1.5 Hours in Great Hall

Podium use with Wired Mic

Officiant (non-denominational)

Tables & chairs set up

Building and Civic Square access for photos

*\*Not available on holidays or long weekends*

**Dance School/Comp Performance: \$1,116.15**

6 Hour Facility Rental (Great Hall, Kitchen, Dressing Room)

Sound System

Lighting System

2 Professionally Trained Technicians (4 Hours)

Dance Floor required based on type of dance performance

**Weekday Non-Premium Rental - no alcohol: \$72.45/hour**

(Available Monday-Thursday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

**Weekday Non-Premium Rental - with alcohol or 80+ guests: \$99.75/hour**

(Available Monday-Thursday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

**Weekend Premium Rental - no alcohol: \$112.36/ hour**

(Available Friday-Sunday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

**Weekend Premium Rental - With alcohol or 80+ guests: \$139.65/hour**

(Available Friday-Sunday)

4 hour minimum

Podium use with Mic

Use of projector

Tables & chairs set up

**Civic Square: \$30/h**

Minimum of 4 hours

# Additional Services

## Additional Technician Hours

\$59.85/hour

\$89.78/hour Holiday/Long Weekend Rate

*\*4 hour minimum if adding to a package that does not include technicians*

## Package Add On Options

Piano – 6’ conservatory grand piano, tuned- **\$258.30**

Pipe & Drape Removal – **\$383.25**

Cruiser Table Use - **\$16.88/table**

Microphone - **\$42/day/microphone**

Projector Use - **\$21/hour**

Sound System (other than regular AUX plug-in) - **\$15.75/hour \***

Lighting System - **\$15/hour \***

**\* Requires a technician to run**

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## Security Guards

Security Guards are required for certain events 19 on the Park. This includes, but is not limited to, events involving alcohol, large groups, or child/teen groups. This is done for the safety and security of everyone involved.

If you are required to have Security Guards, 19 on the Park will hire a minimum of 2 guards from a professional security company on your behalf. They must be in the building for the duration of your event until the last person leaves.

Please check with your Rental Coordinator, as it is up to the discretion of 19 on the Park whether you require Security Guards or not.

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## Cancellation & Payment Policies

Dates will not be ‘held’ until a signed contract and a 50% deposit has been received by 19 on the Park. Payment in full must be received no later than 30 days prior to rental.

Written notice of cancellation prior to 30 days before rental will receive a full refund. Written notice of cancellation within 30 days of rental will receive an 80% refund (not transferred or offered as Town Credit). Written notice of cancellation 7 days or less before rental will receive a 50% refund (not transferred or offered as Town Credit).

For bookings made within 30 days of the event date, a signed contract and payment in full must be received to hold the date. This payment is non-refundable.

Alteration of dates: A renter may choose to move their booking within the same calendar year (January to December) rather than lose their deposit. If the rental date being moved is 30 days or greater away, a \$25 administration fee applies. If the rental date being moved is within 30 days, a \$50 administration fee applies. The administration fee will be charged every time the booking date is moved.

## **Security Deposits**

Security deposits are requested at the discretion of 19 on the Park staff. Security Deposits must be paid for in full at time of booking by VISA/MC, cash or cheque. Your security deposit will be refunded assuming there are no additional charges for cleaning/damage to the building, or outstanding balances. Cheque issuance takes approximately 4 to 6 weeks after your rental date and will be mailed to the address on file.

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## **Additional Policies**

- If booking on a Holiday or Holiday weekend. Please contact your coordinator as additional fees may apply
- If bringing in additional items (such as furniture, decorations, etc.), renters must order, deliver, set up and tear down their items.
- Rented items (such as table settings/chairs etc) cannot be stored at the venue after your event. Please make separate arrangements for pickup the night of your event.
- Doorways in the facility cannot be blocked by tables, chairs or displays/decorations due to fire code.
- It is highly recommended that you have a site visit before booking our facility- please call or email to schedule a viewing.
- Any events using music (concerts, fundraisers, events with DJs etc) are subject to fees by SOCAN. These fees vary depending on the event, so please contact SOCAN directly to determine the cost of these fees. They will need to be paid to 19 on the Park as part of your final payment.
- All events must cease serving alcohol at midnight (12 a.m.). All rental groups must vacate the building by 1am.
- All rentals must provide 19 on the Park with proof of their special occasion insurance, with a minimum of \$2,000,000.00 coverage. The Town of Whitchurch-Stouffville must be listed as an additional insured party for your rental date
- All ticketed events are also required to have a \$1/ticket Capital Improvement Fund fee.
- 19 on the Park abides by all Municipally and Provincially mandated COVID-19 regulations.

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## **Alteration of Rates**

19 on the Park is a municipally-run facility which adheres to the fee bylaws mandated by Council. Any organization wishing to have a reduction in rates must apply in writing to 19 on the Park and may be required to present their request to an Advisory Committee or Council. The Theatre Operations & Rental Coordinator and the Theatre Operations Supervisor do not have authorization to alter these fees. Any requests must be applied for and approved prior to the booking date of the rental (dates will not be held pending outcomes).

Additional fees for piano use, additional table/stage requirements, technician fees and security fees cannot be reduced.

**\*Please note renters are not allowed to bring their own sound/lighting system for events. Please discuss with your Coordinator any additional equipment you wish to bring for your**

**rental.\***