

Overview of Services

The Corduroy Brook Nature Centre offers event rentals for the purpose of generating additional funds for operating costs of the Nature Centre as well as upkeep of the Nature Trail. These funds help ensure our Nature Centre and Trail are available for all residents and visitors. Event rentals are available during regular business hours as well as evenings and weekends.

Point of Contact

Tiffany Lane
Facility & Program Director
(709) 489-3900
info@corduroybrook.com

Types of Rentals

Basic: Rentals for the use of private functions, including but not limited to:

- Anniversaries
- Conferences
- Birthdays
- Private parties

Not-for-Profit: Rentals for the use of free community presentations and activities and use by charitable status groups. Proof of status is required.

Weddings: Rentals for weddings provide exclusive access to the Corduroy Brook Hall and facilities. This type of rental includes time for setup, rehearsal, ceremony, reception, and teardown, with a three-day block in our booking calendar to accommodate your event. Clients will have dedicated time for decorators/caterers or family to set up and collect their items before and after the event.

Our staff will assist with the setup of facility-provided items and help transition the space from ceremony to reception. This ensures a smooth and stress-free experience on your special day, allowing you to focus on enjoying the moment.

Basic Rental Fees

Corduroy Brook Hall

- 4 hours (half day) - \$350.00
- 8 hours (full day) - \$650.00
- Hourly - \$150.00

Wetland Room – Filled with toys and gymnastic mats

- Available for birthday party rentals

*Ask Facility & Program Director for more details

Not-for-Profit Rental Fees

Corduroy Brook Hall

- 4 hours (half day) - \$300.00
- 8 Hours (full day) - \$500.00
- Hourly - \$130.00

Wetland Room – Filled with toys and gymnastic mats

- Available for birthday party rentals

*Ask Facility & Program Director for more details

Wedding Fees

Corduroy Brook Hall: 3 Day block - \$1400.00

Inquiries and Viewings

- Please review all provided information before requesting a viewing of the facility.
- All viewings require an appointment. Appointments are to be arranged through the Facility & Program Director at the contact information provided.
- Potential clients should provide tentative dates and approximate guests with each inquiry.
- Information concerning facility rentals cannot be accurately provided by other Corduroy Brook Nature Centre and Trail employees.

Weddings

- Three days reserved exclusively for your event, ensuring no other bookings during setup, rehearsals, ceremony, reception, and teardown. Specific times will be arranged with the Facility & Program Director
- Access for decorators to set up and collect their items within a reserved time. Our staff will set up facility-provided items (tables, chairs, etc.), but decorators will be responsible for rearranging these as needed, based on prior discussions with the client.
- CBEA staff available for: Setup of facility provided items, transitioning room from ceremony style to reception, tear down of facility provided items.
- Access to additional facility equipment, including tables and chairs.
- Use of the Corduroy Brook Hall and licensed patio during the event.
- Use of sound system, Tv, party light, HDMI cables, extension cords, etc.
- Ambient lighting and hardwood flooring for a beautiful atmosphere
- Reserved parking spaces for bride and groom
- Free Wi-fi access

Timing

- Day rentals will begin no earlier than 9:00am
- Day rentals run until 5:00pm, rental times can be extended upon request and may be subject to an additional fee.
- Evening rentals are to begin no earlier than 6:00pm to allow for proper set up after daytime events. Earlier start times are permitted on an exceptional basis.
- Evening rentals run until 2:00am, with last call for bar service at 1:30am.
- Rental time and bar service will not extend beyond 2:00am under any circumstance.

- While there still may be guests in the building, Corduroy Brook staff will start final clean up and take down no later than 2:00am.
- Inside receptions and ceremonies are held in the same space. Clients must allow for at least 3 hours between end of ceremony (including on-site pictures) and beginning of reception for reception set up.
- Rentals with bar service that run until 2:00am, will have last call at 1:30am.
- Rental time will not be extended past 2:00am under any circumstance.

Corduroy Brook Hall

- Great for weddings, special events, conferences and more!
- Fully licensed hall with access to licensed patio
- Features a beautiful cathedral ceiling, with large windows overlooking the wetland
- Multiple seating options available, please discuss with Event Coordinator upon rental request
- Ambient lighting
- Hardwood flooring
- Tv use included

Maximum capacity when tables and chairs are being used - 62

Maximum capacity when using only chairs and standing - 100

Please keep in mind capacity maximums are based on fire regulations and must be adhered to. Clients should consider the floor space required for their specific event when deciding on a number of guests, speak with Event Coordinator for more information. Please include all hired professionals in your final numbers (DJ, photographer, etc.)

Wetland Room

- Available as a meeting space during September and October annually
- Great for birthday parties (beginning late October - May)
- Gymnastic mats on floor for children's safety
- Various play centers, equipment, and toys available in room
- Well lit and colorful
- Bathroom available inside room with change table
- Tv included
- Whiteboard and accessories included
- Projector available

Maximum capacity when tables and chairs are being used – 30

Please keep in mind capacity maximums are based on fire regulations and must be adhered to. Clients should consider the floor space required for their specific event when deciding on a number of guests.

Equipment

All equipment from the Nature Centre will be set up and taken down by Corduroy Brook staff. Equipment included in rental fee:

- 8-foot rectangle tables
- 6-foot rectangle tables
- 5 ½ foot round tables
- Up to 80 blue chairs
- Extension cords/power bars
- Step Ladder
- Podium

- Wi-Fi Access
- Round Cocktail Tables

Equipment available for rental:

- Projector & screen - \$20.00
- Black or white table linens - \$6 per linen
- Black or white chair covers - \$2.50 per cover
- Black or white cloth napkins- \$0.50 per napkin
- Wireless microphone & stand - \$15
- Flipchart / white board & accessories - \$10
- Bouncy Castle - \$50.00
- Circle balloon arch - \$20.00
- Rainbow balloon arch stand - \$20.00
- (2) Balloon column stands - \$15.00
- Electric balloon pump - \$20.00

CBEA offers special event decorating with various décor items and packages available, please speak to the Facility & Program Director for more details.

Bar Service

- The Corduroy Brook Enhancement Association is the holder of the liquor licence. Alcohol is ONLY permitted in licensed areas (Corduroy Brook Hall and upper patio).
- Bar tending services are available at \$20 per hour.
- Beverage service can only be provided by Nature Centre staff and must be consumed on site.
- Drinking in public, which includes the grounds and parking lot, is prohibited, and will not be tolerated. We reserve the right to terminate the event for non-compliance of this requirement.
- Absolutely no alcoholic beverages may be brought onto the premises from outside sources.
- We reserve the right to confiscate external alcohol brought onto the premises and refuse entry to anyone who may attempt to bring external alcohol onto the premises. We reserve the right to close the bar if alcohol is brought onto the premises or if patrons become unruly.
- Beverage charges (i.e. bar tabs, table wine, drink tickets) are subject to 15% gratuity.
- Products not normally stocked can be supplied upon request. Please provide bar requests at least one week prior to event.
- Wine purchased by the Nature Centre to be used as complimentary from the host will be subject to a 50% mark up.

Catering

- All third-party caterers must first submit the Food Service Approval Request form and pay all required fees before being approved to provide services on the premises. Caterers contact information will be requested and required documentation will be provided to the caterer. Clients will be notified once the caterer has been approved to provide service.
- Food and drinks are confined to the rooms booked by the client unless otherwise discussed prior to event.
- Corduroy Brook Nature Centre catering is available for simple catering such as tea/coffee, and light finger foods such as muffins, fruit, veggie trays, meat/cheese trays, and fruit trays. Information on what's available as well as a catering form will be provided upon request.
- Outside food provided by the client does not fall under Corduroy Brook Enhancement Association's food establishment license. The CBEA is not responsible for any food served by the client.
- Clients requiring use of kitchen will be subject to a \$100 fee. This includes use of appliances such as dishwasher, stove, and coolers for purposes of storing prepared food, as well as use of counter space, cutlery, and dishware.

- If clients wish to avail of CBEA staff for set up and clean up of food service items for their event a \$150 fee will apply

Event Set Up & Decorating

- Corduroy Brook offers special event decorations and packages suitable for weddings, birthdays, anniversaries, baby showers, etc. This includes the setup and takedown of all items. To view our catalogue or for more information on decorations, please speak to the Facility & Program Director
- Set up for events can be done during regular business hours, no earlier than the day before the event providing the room is available.
- Set up outside of regular business hours is subject to additional rental charges on a per hour basis. For weddings, clients and/or decorators will need to arrange a time with the Facility & Program Director for set up prior to the wedding.
- In the event our facility is booked for an event the day after your event, any decorations or personal items must be removed from site at the end of the event. (Not applicable for a wedding booking due to 3-day block in calendar, items will need to be picked up on the following business day for weddings)
- Corduroy Brook does not deal with any decorators exclusively, although all decorators should consult with the Facility & Program Director prior to the event.
- Corduroy Brook is not responsible for any decorator's equipment or supplies, nor are staff responsible for assisting in the final arrangement or overall look of the room.
- Additional time required by decorators outside of the allotted time available (4 hours) will be charged to the client at a per-hour rate.
- Confetti or glitter is not permitted inside or outside the building.
- Candles must be contained in water vases and are not permitted in the washrooms.
- Nothing can be affixed to the walls, floors, or ceilings with tacks or nails unless otherwise indicated. Clients can use command strips or tape.
- All decorations must be taken down by the agreed-upon day and time by the decorator or someone assigned by the client. Failure to remove items may result in an additional fee.

Rules and Regulations

- Corduroy Brook Enhancement Association (CBEA) is not responsible for injury incurred during the use of our facility or equipment.
- The convener of the event will be held liable for the cost of repairs to the property resulting from damages incurred during the event and caused by the host or their guests.
- The CBEA is not held responsible for items left on our property.
- The areas rented must be left in the condition in which they were received. The CBEA reserves the right to charge the client a fee if the facility and equipment are not left reasonably clean or orderly.
- The entire building, including the deck, is non-smoking. The CBEA requests observation of this regulation and will strictly enforce it. Smoking is only allowed in the designated areas outside the building where proper receptacles are provided. It is the responsibility of the client to inform guests of this policy.
- All exits and exit signs must be kept clear of obstructions to comply with fire regulations.
- Corduroy Brook Nature Centre is wheelchair accessible with handicap parking.
- Absolutely no fireworks, sparklers, or Chinese/wish lanterns are allowed anywhere on CBEA property.
- The CBEA is not responsible for outside cakes.
- The CBEA is not responsible for any loss or damage of items brought into the facility nor for parking lot security.
- The facilities mentioned in this document are open to rent by the public subject to reasonable limits, CBEA reserves the right to refuse rental of its facility if deemed necessary.
- Drinking in public, which includes the grounds and parking lot, is prohibited, and will not be tolerated. We reserve the right to terminate the event for non-compliance of this requirement.
- Absolutely no alcoholic beverages may be brought onto the premises from outside sources.

- ❖ **Failure to comply with the rules and regulations of our facility will result in a penalty fee of \$500.00. This fee will be invoiced or charged to the client responsible for renting the facility. The fee is non-negotiable and must be paid within 14 days of receiving the invoice. Failure to remit payment may result in further action, including cancellation of future reservations or legal proceedings.**

Booking our Facility

A tentative booking can be requested for an available date by providing the date and approximate number of guests. In the event someone else shows interest in the same date tentatively scheduled, the client holding the tentative date will be contacted and given 48 hours to confirm event. A booking is confirmed by paying the required basic rental fee.

Booking Confirmation

- 25% of the basic rental fee is required to hold any specific date.
- Full payment of the basic rental fee minus the 25% deposit is required no less than 60 days prior to the event, for bookings made within 60 days of an event full payment will due within 7 days of receiving the invoice.
- Any additional items needed for your event such as decorations, linens, birthday supplies etc. must be paid for prior to the event. Unpaid items will not be set up.
- Walk Through
 - A walk-through with the Facility & Program Director should take place prior to the event.
 - All arrangements for the event, including set up, floor plans and technical needs will be agreed upon a minimum of one week before the date of the event.
- Dates may be adjusted at any time given the availability of the facility.
- Final number of guests must be confirmed not less than three (3) business days prior to the event.
- We accept cash, cheque, Visa, Mastercard, and Debit. In special circumstances, e-transfer will be accepted. Receipts can be mailed or emailed, depending on your preference.

Cancellation Policy

- If the event is cancelled less than ninety (90) days of the event date, 25% of the rental fee becomes non-refundable, the remaining 75% will be refunded.
- If the event is cancelled within one-month (30) days of the event date, 50% of the rental fee becomes non-refundable, the remaining 50% will be refunded.
- Events cancelled within two weeks (14 days) of the event date, 100% of the rental fee becomes non-refundable
- Cancellations due to inclement weather – the Facility & Program Director and you, the host, will come to a decision whether to open the building and continue with your event. If the event is cancelled, you may reschedule with the next available date.

Regulations and fees are subject to change

I have read the Corduroy Brook Facility Rental Agreement, and I am aware that I am responsible for informing my guests of all stipulations, policies, rules and regulations and I agree to the terms and conditions stated within.

Client name (please print): _____

Client Signature: _____ **Date:** _____