



F.A.Q

What can I expect when I rent space at Cecil Community Centre?

When you rent any space within CCC, you can expect a Crew Lead and Crew Member from the CecilVenues Crew to be present and available to help you set up your event in whatever configuration you prefer. **All Rentals include the potential use of up to 10 rectangular tables (72" X 30") and up to 15 round tables (60 inches in diameter) as well as 175 chairs.**

How much does each space cost?

Every rental within Cecil Centre is charged on an hourly basis. The following table below has all prices for all of our spaces:

HOURLY RATES	AUDITORIUM	AUDIO VISUAL PACKAGE	COLOURED WASHLIGHTS	MULTI-PURPOSE ROOM	KITCHEN & COMMUNITY ROOM	GARDEN SPACE
Capacity	Up to 268 persons, 110 person seated dinner	N/A	N/A	20 to 30 persons	10 to 20 persons	20-40 persons
Rental Fee	\$175 per hour	\$40 per hour	\$25 each, max 6	\$60 per hour	\$60 per hour	\$35 per hour
Includes	Tables, chairs, stage, Wi-Fi, 2 Crew Members	Speakers, microphones, projector, screen	6 Portable battery powered spotlights/uplights	Tables, chairs, Wi-Fi	Tables, chairs, stove, fridge, Wi- Fi	Garden, Furniture, Wi-fi

How does rental payment work?

Every rental within Cecil Centre requires a deposit of 25% of the total invoice amount to lock in the requested date, and payment is due in full at least 10 business days before the day of the event. Payment can be made through direct transfer to paymentscecilvenues@cecilcentre.ca or via cash/cheque to "Cecil Community Centre"

What is the capacity limit within Cecil Community Centre?

There is a standing capacity limit of 268 people in our auditorium space. For seated arrangements, the capacity is around 100-150 people depending on table placements, although this can be increased with rental chairs & tables to about 200.

What hours are available for rental?

Our event space is traditionally available from 4 pm to 1 am depending on whether community programs are using the space. Exceptions can be made to start your event earlier in the day depending on the nature of your event.

Please note that noise will be slightly reduced by 11:00pm in accordance with city bylaws.

Does the rental include general supplies?

Most groups that rent space at Cecil Centre will bring their own supplies such as decorations, glassware, flatware, tablecloths, takeout containers, etc. We do have a small quantity of some supplies in case your event runs out, but it is very limited so please prepare your supplies beforehand. **We do not provide materials for putting up decorations, so please bring your own scissors, tape, glue, etc.**

Do you have a list of recommended vendors?

Upon request, we can provide a list of vendors that we have used in the past and trust fully, ranging from food and desserts to party supplies and DJs. Any and all Vendors are welcome in our space.

Can I drop off supplies on the days leading up to the event?

Yes, while you cannot begin setting up earlier than your scheduled start time, with notice, you can leave some supplies here up to 24 hours ahead of time to make the day of your event easier.

Can I leave supplies after the event and pick them up later?

Post-event, you can also leave some limited supplies here overnight to be picked up the following morning.

Is set up and tear down time included in the rental?

Yes, this means that **you cannot come early to set things up** as we may have other groups using the space before your event. Every event will have a **Cleaning & Maintenance Fee** of \$300 which includes a cleaning service from our team as well as an extra hour of rental allocated to cleaning the space and leaving it in its original state.

Keep in mind that the event crew will **help** your group with both setup and teardown.

Is there a sound system available for use?

Within our AV package, you get access to two large speakers and microphones as well as a projector & screen if you wanted to display images or videos on the back wall at a rate of \$35/hour! Please note that **noise will have to be monitored and potentially lowered by 11:00pm** in accordance with city laws.

List of AV Package Items

- [2 x NX55P Speakers](#)
- [2 x Shure SM58 Microphones](#)
- 3 x 25ft XLR Cables and 3 50ft XLR Cables
- [802VLZ4 Mixer](#)
- [Epson 1080p Projector](#) & our Wall Mounted Projector Screen

Can I request a larger team to help with our event?

Absolutely, our team can grow in accordance with your event needs. Our team count per event begins at 2 members and we charge an additional \$25/hour for every additional Crew member requested.

Can I bring alcohol to our event?

Absolutely, alcohol is always welcome in any event for a flat fee cost of \$150. We always provide our custom-made, hand-built bar for events that plan to bring alcohol. You will need to acquire a special occasion permit for an event where alcohol is present which can be done via the LCBO website at, www.agco.ca/alcohol/special-occasion-permits-private-event

Can I bring food to our event?

Food is welcome for any event. Please remember to bring food warmers in case the food is meant to be served hot. Also ensure to **bring takeout containers to pack up any leftover food and drink**. We can also offer our downstairs kitchen for \$50/hour.

Any food left behind will be donated to community centre members.

Are there any rules I should be aware of?

There are four main things to remember when renting space in Cecil Community Centre.

1. Please abstain from smoking within our auditorium or garden, smoking out front is perfectly acceptable.
2. CecilVenues pays its Events Crew a living wage so gratuities are not necessary, however you are invited to make a donation to the Centre in a Crew Member's name if you wish.
3. Thank you in advance for the offers of meals and refreshments. We kindly ask that guests refrain from offering CecilVenues staff alcohol, and/or cannabis
4. In accordance with City Bylaws, all noise will need to be lowered to a comfortable volume by 11:00 PM

If CCC is a not-for-profit, why does it charge for rentals?

CCC is a not-for-profit. We have been serving our community for the last 40 years, but we still need to fundraise for all of the programs and services that we offer the community. 90% of your rental fee goes towards supporting families, youth, and seniors in downtown Toronto.

A single wedding provides 20 children in our after-school program with a nutritious snack every day for an entire year.

Are there any additional fees?

There are only three fees you might need to worry about as a CecilVenues Event Host:

1. **Cleaning and Maintenance Fee**
2. **Displacement Fee**
3. **Multi-Staff Assistance Fee**

Cleaning and Maintenance Fee

The **Cleaning and Maintenance Fee** is a mandatory cost added to every event. It includes an extra hour of rental in which our crew will clean and rearrange the space, returning our venue it to its original state. This fee also helps us cover costs such as garbage tags and cleaning supplies.

To better match our cleaning fees with event needs, Cecil Venues has implemented a tiered system based on the size and impact of each event.

Initial Event Fee: For all first-time clients, a \$300 cleaning fee applies. Repeat clients will be charged according to our tiered structure for future events.

Low Impact Cleaning (\$100): Minimal cleanup for events without food, alcohol, or AV use.

Moderate Impact Cleaning (\$200): For events with seating/table arrangements and AV set-up, but no food or alcohol.

High Impact Cleaning (\$300): For large events (100+ attendees) with food/alcohol and AV setup.

***We ask that guests refrain from bringing glitter products and metallic confetti to events.**

Displacement Fee

This is an additional charge of \$150/hour for events that require us to reschedule or cancel our community programs that would normally run during scheduled event time. The hourly cost applies to the time that our program would have been running. We always prefer to not cancel our community programs but this fee exists for the events that absolutely need the extra time that we don't normally offer.

Multi-Crew Assistance Fee

This fee is an additional charge of \$25/hour (**This extra cost goes directly to our crew!**) for events that are larger than usual and require more work and subsequent staffing from our end. An event qualifies for the large party surcharge if the event fulfills **any 2** of the following:

- Alcohol is planned to be served
- Food is planned to be served
- There are 100 or more planned attendants
- Dinnerware is planned to be rented and delivered to our building.