

## How to Book Your Function

To book a facility or for information about rental rates and availability, please call 905-615-4100 or visit:

City of Mississauga  
Recreation & Parks,  
Customer Service Centre  
301 Burnhamthorpe Road West,  
Ground Floor, Central Library.

[www.mississauga.ca/rentals](http://www.mississauga.ca/rentals)

Your  
place  
your  
space



### Planning an Event?

The City of Mississauga offers a wide variety of rental spaces. Our facilities are affordable, clean and located right in your community. We can accommodate events from 10 to 450 people with a variety of room sizes to choose from.

### Available Spaces

- social and banquet rooms
- meeting rooms (library & recreation facilities)
- pools (indoor & outdoor)
- arenas (ice & floor)
- lobbies
- gymnasiums
- parks
- sport fields (indoor & outdoor)

### Function Ideas

- weddings
- anniversaries
- children's birthday parties (arenas, pools, gymnasiums & rooms)
- sporting events (indoor & out)
- business or group meetings
- seminars
- picnics
- wedding photography

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# Rental Event Planner



Your  
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Create  
Wonderful  
Memories!

Host your next event with us.  
We have a variety of affordable  
rental spaces with helpful staff in  
your community.

 **MISSISSAUGA**  
Leading today for tomorrow



Thank you for choosing the City of Mississauga to be part of your special day. We pride ourselves in providing a variety of affordable rental spaces located right in your community. Whether you're organizing a wedding, birthday party or family function, we want to ensure your day is a memorable one. Our staff are here to help you make the most of what we have to offer.

### Available Services:

The list of available services varies from location to location and room to room. Here are a few items we can provide you:

- Tables and Chairs • Cleaning Services
- Free Parking • Room Set-up • Kitchen, Bar Facilities • Supplies • Audio Visual Equipment

Please confirm available services prior to booking your event.

### Supplies

#### (Required & Optional Purchases)

When renting a City facility, there are supplies that must be purchased from the facility for your event. Optional supplies are also available. Please confirm all details with the facility prior to booking.

#### Required Supplies

- Pop • Ice

#### Optional Supplies

- Orange Juice • Plastic Cups/Glasses
- Styrofoam Cups • Tablecloths (white paper)
- Coffee (cups, cream, sugar, and stir sticks)

Charges for required and optional purchases will be invoiced to you after the event has taken place.

### Use of Music

Organizers of events held in City facilities are required under federal legislation to pay a licensing fee to SOCAN (Society of Composers and Authors) if they are having live or recorded music or dancing at their event. The City collects this fee on behalf of SOCAN at the time the booking payment is made.

### Serving Alcohol

Organizers of events held on or in a City facility must obtain a Special Occasion Permit from the Alcohol & Gaming Commission of Ontario (AGCO).

The permit must be posted in the facility during your function.

The City is preparing to implement a new municipal alcohol policy. Details will be posted on [www.mississauga.ca/rentals](http://www.mississauga.ca/rentals). Please call 905-615-4100 for current City guidelines.

### Liability Insurance

Liability insurance is required naming the City of Mississauga as an 'Additional Insured' for anyone who permits City facilities to host sporting activities and socials serving alcohol. Insurance coverage is available through the City's user insurance program. For detailed information call 905-615-4100.

### Smoking

Smoke-Free Region of Peel By-Law 14-2003

According to Region of Peel's Smoke Free By-law, smoking in public places and all common areas is prohibited at all times.

### Payment Terms & Conditions

Detailed terms and conditions are outlined on the back of the facility rental contract.

- **Events booked less than one month in advance or contract value of less than \$100:** full payment is due immediately at time of booking— no refunds or transfers permitted.
- **Auditorium prime time social booked more than two months in advance:** 25 per cent non-refundable payment due at time of booking; balance due two months prior to event date (post-dated payment method).

For detailed information regarding payment cancellation terms please call 905-615-4100.

### Payment Options

Cash • Cheque • Debit Card  
Master Card • Visa • American Express



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## Rental Check-list

Please clarify the following items with facility staff at least two weeks before your function:

- Room Set-Up** - Confirm how many tables/chairs required, floor plan, dance floor requirements, buffet set-up, etc.
- Capacity** - number of guests attending
- Supplies to be Purchased**
  - Confirm quantity for required items (i.e. pop, ice)
  - Confirm quantity for optional items (i.e. tablecloths)
- Arrival and Departure Times**
- Deliveries and Pick-Ups**
  - Confirm deliveries into the facility (i.e. catering)
  - Confirm set-up time for other requirements (i.e. DJ)

You may make arrangements with us to have items delivered to the facility on the day of your function. We cannot be responsible for verifying the quantity of items which are delivered in your absence.

- Additional Equipment Requirements**

Equipment availability may vary from facility to facility. Please contact the facility directly to confirm requirements for audio visual items.