



## ***Hall Rental Guidelines***

The Portuguese Association Cultural Centre has a magnificent hall available for rent for special occasions. Set amongst a tree lined vista in a semi-rural area of the city, the property includes substantial parking and an outdoor patio. It is accessible for people with disabilities or mobility restrictions.

Behind the Hall is a cleared, outdoor space that can be used for team-building exercises, picnics, wedding ceremonies or a classic game of soccer. A projector system is available to rent for presentations and complimentary wifi is offered free throughout the building.

Whether you are hosting a wedding, dance competition, party, conference, or a pop-up market, we invite you to make our space yours for the day, evening or weekend.

### **Fees and Costs**

Daytime Rentals (4 hr max) ie shower, baptism, birthday party, funeral	\$500
Evening Rental ie Wedding, Fundraiser, Anniversary	\$750
Additional use of space (ie wedding ceremony prior to evening rental)	\$250
Bartender	\$125 each
Corkage	\$3.00/person
Kitchen for prep and use of fridge	Up to \$250
Meals Service (minimum 40 people):	
• Luncheons	\$20-25/person
• Dinners	\$50/person
• Customized	TBD/person
A la carte coffee/tea service	\$75
Dishes & Flatware	\$150
Table linens:	
• Round	\$10/per tablecloth
• Rectangular	\$5/ per tablecloth
AV Equipment	\$25/item



## Deposits and payments

- A deposit of **20% of anticipated costs or \$200 (whichever is more)** is required **before a booking is accepted and confirmed.**
- **DEPOSITS ARE NON-REFUNDABLE.**
- The hall is to be notified no later than **seven days prior to the event** of the guaranteed number of guests at the event. This is the number for which you will be billed, unless exceeded.
- 80% of the anticipated costs must be paid no later than seven days prior to the event
- All remaining amounts must be paid the day of the rental.
- Failure to comply within given timelines could result in additional charges.
- A 15% gratuity is applied to the invoice.
- Payments can be made by cash, cheque, e-transfer, debit or credit card (a processing fee is applied to credit card payments)

## Hall Capacity

- Maximum Room Capacity is **220 people**
- For evening rentals, all functions must end by **1:00AM**. The Hall must be vacated by **1:30 AM**

## Associated Cost Information

- A guaranteed minimum of 40 people is required for meal service in order to waive the rental fee.
- Menus are subject to seasonal change and pricing updates and will be guaranteed one month prior to event.
- Children ages 6-12 are charged 50% of the meal cost, while children aged 5 and under are free.
- **Rental Fees apply when a meal is not served.** This does not include use of the kitchen. If use of the kitchen is requested for heating **COOKED FOOD ONLY**, additional charges will be applied.
- Rental pricing includes use of the space, service volunteers, chairs, tables and paper napkins. When meals are purchased, the rental also includes flatware, dishes and glassware.
- Table linens are available for rent - long round and rectangular tablecloths. Paper napkins are supplied.



Portuguese Association of Thunder Bay  
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### **Alcohol and Liquor Licence**

- The Renter is responsible for acquiring a liquor permit prior to the event.
- A \$ 3.00 Corkage fee per person applies for all functions serving alcohol. This includes juice, pop, glasses, ice and cleanup.
- All liquor, beer, and wine must be removed from the premises after the function.
- One bartender is required for up to 50 people; two bartenders for over 50 people.
- The renter is responsible for the purchase of insurance coverage for events serving alcohol.

### **Decorating**

- Arrangements to decorate the hall must be pre-arranged closer to the event date. For evening rentals, set up the day before or day of the event can be arranged, with take down the following day before Noon.
- Tapered candles and confetti are not permitted. Affixing posters etc. with tape is also not permitted. The renter is responsible for any damages done to the hall during the rental.

### **AV Equipment**

- Audio visual equipment is available for rent including: LCD projector and screen; Microphone and podium; CD/Stereo System & speakers.
- Complimentary wifi is offered free throughout the building.

In order to confirm your rental, you will be required to sign a contract and provide the down payments or other financial arrangements agreed upon. The contract contains details for your review and signature. Prior to signing the contract, most renters visit our facility to ensure the space meets expectations and all questions are answered.

Our facility is proudly volunteer run and our team of experienced volunteers will help you customize your celebration or event.

Contact us by email [info@portuguesetbay.ca](mailto:info@portuguesetbay.ca) or by phone [807-767-5443](tel:807-767-5443).

We are located at 5480 Mapleward Road, Thunder Bay ON P7G 1T7