

Important Information and Features – The Auditorium



- TMCC has accessible entrances and washrooms.
- There are gallery rails for hanging pictures and other items.
- There is a 12 ft pull-down screen.
- TMCC supplies 5 ft round (seats 6-8) and rectangular tables (6ft x 2 ½ ft), and chairs, but no table linens.
- Tables and stacks of chairs will be in the room, but renters are expected to set up and take down for their event. The time to do so must be factored into the rental time for the event.
- The platform can also be arranged to accommodate seating for 10-12 guests!
- Place settings for dishes, cutlery, and glassware are available for rental at \$4.50 per setting. Rental of these items occurs through TMCC Administrative Office.
- The Auditorium is air conditioned.
- There is a podium available for use.
- Wi-Fi is also available, for a small fee.
- Renters are welcome to bring in their preferred caterer or their own food/refreshments, however, there are no kitchens, fridges, and/or stoves for use.

Policies and General Information for Event Rentals at TMCC

- **TMCC is a non-smoking/vaping building/property. Smoking is only permitted in the outdoor Designated Smoking/Vaping located under the gazebo at the front of the property.**
- Insurance is required for all events/rentals. Unless you have your own insurance, which would name TMCC on your policy, there is an insurance charge for an event with no alcohol (\$50.00), but an increased charge for events with alcohol (\$150.00).
- For events where alcohol is being served, the event host must apply online at <https://www.agco.ca/alcohol/special-occasion-permits-private-event> for a Special Occasion Permit, and supply a copy of the permit to TMCC. A person with Smart Serve on-site during the event where alcohol is served, and their certificate must be provided to TMCC. A Smart Serve Certificate can be obtained through an on-line course found at <https://smartserve.ca/> TMCC does not have a bar and/or fridge.
- A signed "Licence to Occupy" document is required and will be prepared and provided for you.
- Parking is in various spots on the property which TMCC will review and confirm with you depending on the room rented. Renters for larger events are expected to assign at least 2 people to act as Parking Concierges to facilitate parking.
- During set-up and take-down times, you may park temporarily at the front outside stairs to deliver/pick up items, but then vehicles must be moved to the parking area once the drop-off/pick-up is complete. **No parking/stopping can occur in the front "Parking Circle."**
- TMCC does not allow confetti of any kind, rose petals, and/or bubbles etc.
- Guests should be informed about smoking/vaping and confetti restrictions in their invitations.
- No open flame candles are permitted.
- For decorating purposes, you may only use **painter's tape, but no other kind of tape.**
- TMCC does not have a sound system available for use.
- There are no kitchens, fridges and/or stoves for use.
- There is a midnight hard stop for all music and festivities. 1 a.m. is the latest time for the event to be concluded and TMCC staff to lock the doors.
- TMCC has residential and non-residential tenants and offices, therefore renters and guests will be expected to remain within the permitted areas during the event.
- A 50% non-refundable deposit is required to confirm a reserved date.
- Payment by E-transfers can be made to finance@themountpeterborough.ca