

FACILITY RENTAL GUIDE

Community Halls and Enabling Gardens



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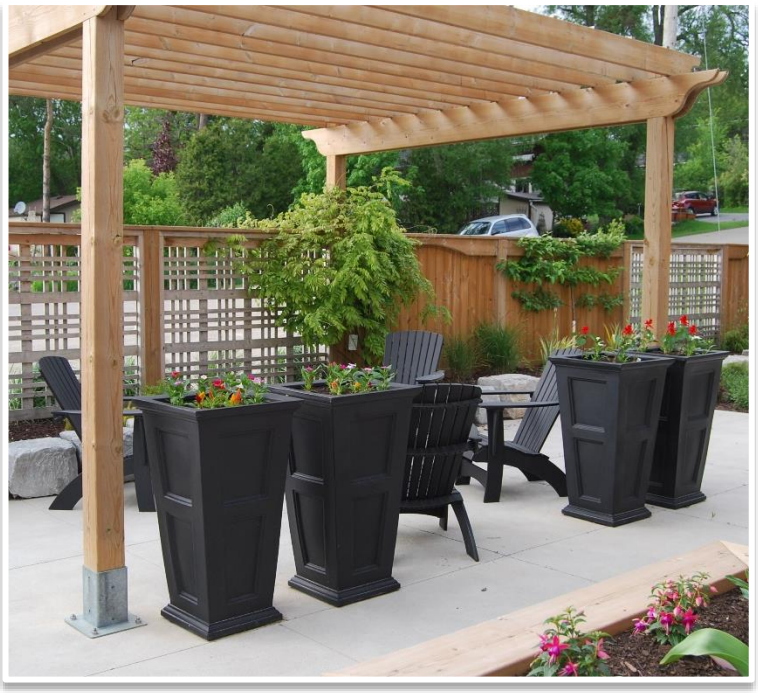


Rockmosa Community Centre

LOCATION

110 Rockmosa Dr.
Rockwood ON
N0B2K0

Click the address above to visit the location on a map

Links

View the Virtual Tour

Availability

View the Floor Plan

Rental Fees

Insurance Information and Breakdown

Frequently Asked Questions

Hall Features

- 300 person capacity
- 3538 square foot room with stage
- Catering Kitchen
- Ample parking
- Air conditioning
- Tables and chairs included
- Bar
- Accessible washroom
- Accessible Ramp
- Ideal venue for weddings and parties





Rockmosa Older Adults Centre

LOCATION

110 Rockmosa Dr.
Rockwood ON
N0B2K0

Click the address above to visit the location on a map

Links

View the Virtual Tour

Check Availability

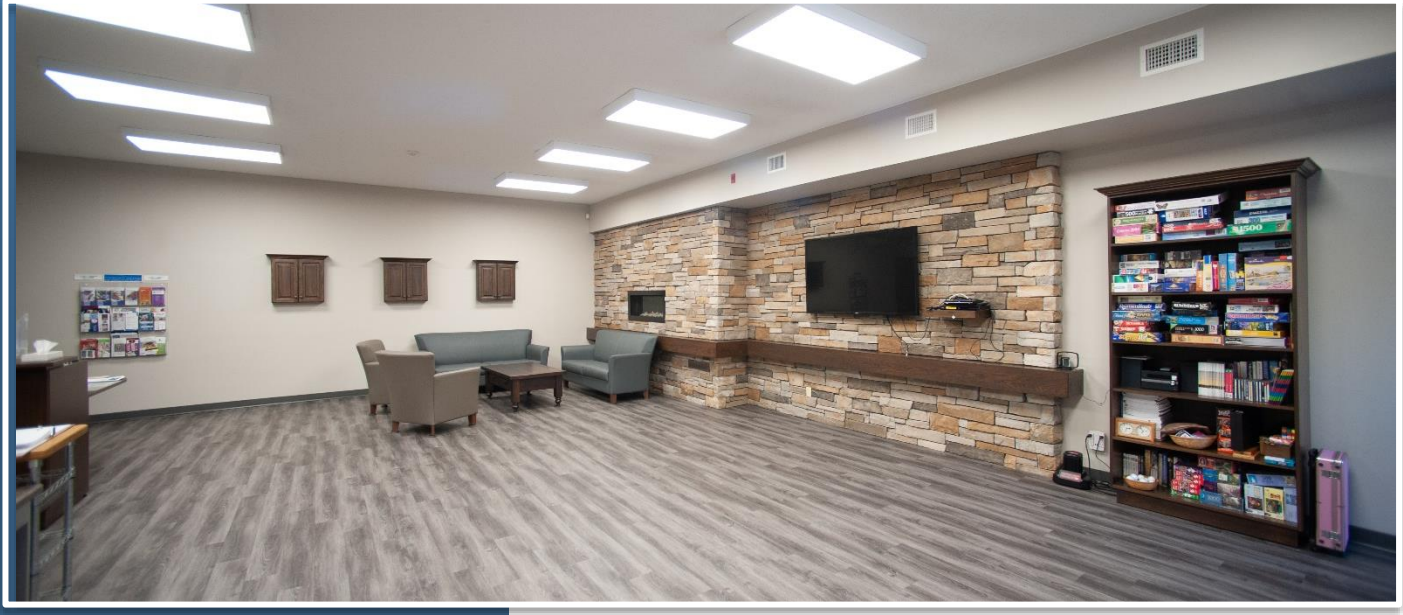
Rental Fees

Insurance Information and Breakdown

Hall Features

- 50 Person capacity or 30 Seated
- Kitchenette, Ideal for small birthday parties and showers
- Enabling garden (exclusive access additional fee)
- Ample parking
- Air conditioning
- Tables and chairs included
- Fully Accessible facility
- Television Rental





Marden Community Centre

LOCATION

7368 Wellington Rd 30
Guelph ON
N1H 6J2

Click the address above to visit the location on a map

Links

View the Virtual Tour

Check Availability

View the Floor Plan

Rental Fees

Insurance Information and Breakdown

Frequently Asked Questions

Hall Features

- 100 person capacity
- Food warming kitchen
- Enabling garden
- Ample parking
- Air conditioning
- Tables and chairs included
- Bar
- Fully Accessible facility
- Ideal venue for weddings and parties





Booking Process

If you are considering one of the Township of Guelph/Eramosa halls for your event please complete the following steps prior to contacting our Halls Coordinator.

1. Review all information available in this package.
2. Consider which of our three venues is best suited for your event size and location.
3. Check availability, Click here to check availability
4. Make an appointment to view the hall you feel is best, viewings can be arranged Monday – Friday, between 9:00am – 3:00pm. Potential rentals are permitted to view the hall once before securing a date with payment and once before your event.

Once you have determined that a township hall is a suitable venue for your event:

- Contact our Halls Coordinator by email hallrentals@get.on.ca Please include the date & type of event you are hosting. You will receive a reply if we can accommodate your request with additional information and a Rental Request Form that will need to be completed and returned to create the booking. Please note availability is based on first come first serve basis, we are unable to place a hall on hold.
- A contract will be emailed to you for electronic singing once your rental is booked.
- Once the contract is signed and full payment is received (within 14 days) the date is booked and you now need to purchase insurance for your event.
- One week prior to your event the Halls Coordinator will contact you to confirm all documents are in order and directions on where to pick up your keys and a reminder of the damage deposit that will be charged.

Condition of use

Liability and Insurance

- Insurance is required to protect the renter from any unforeseen incident that may occur during the rental. The insurance protects the renter as well as the municipality from unforeseen bodily injury, property damage, and personal injury due to activities that occurred during the rental contract. It remains the responsibility of the renter to manage and control the special event, and if necessary; take appropriate actions, including stop-service of beverage sales, ending the event, vacating Municipal property, and ensuring safe transportation options are provided for guests.
- Every rental is required to have a valid $5 Million liability policy for the duration of your rental. You can purchase this on-line from Instant Risk Coverage or you can add the Township of Guelph/Eramosa as an additional insurer to your own insurance policy. Price varies.

Loss or Damage

- The Township of Guelph/Eramosa cannot be held responsible for the safe keeping of equipment, displays, supplies, written material or other valuable items left in meeting and event spaces.
- A $200 or $500 damage deposit (depending on the venue you have rented) is required the week before your rental. This payment must be separate from your rental fee. Your damage deposit will be returned following your event unless damage has been done to the facility and after a Township staff has inspected the hall. Keys must be returned before your damage deposit is returned.

Food and Beverages

- We do not provide a catering service, if you have rented the kitchen in addition to the hall you are welcome to use an outside catering service.
- If you have rented the kitchen in addition to the hall and plan to serve food and/or nonalcoholic beverages, we recommend you have Safe Food Handling training. https://www.foodsafetytraining.ca/
- You are welcome to have alcohol at your event. Please see the list of requirements/rules below.

Events including Alcohol

- The renter is responsible for the purchase of a Special Occasions Permit from the Alcohol and Gaming Commission of Ontario.
- If you are having alcohol at your event, Township Smart Serve Certified bartenders will be provided to you at a cost of $29.53 +HST/hour per bartender for a minimum of 4 hours. ***Rate is subject to annual change.** All events serving alcohol require a minimum of 2 bartenders.
- Harassment, bullying or disrespect towards Township staff will not be tolerated and will result in your event being shut down.
- No alcohol is to be consumed until bartenders arrive on site. Failure to comply with this rule may result in the non-service of alcohol at your event.
- The renter is responsible to provide everything for the bartenders to serve (ie. ice, plastic cups, lemons, limes, menu, etc.)
- No glass bottles or glass cups may be used at the event. (Wine glasses may be used while seated at table)
- Bartenders do not take payment for drinks, please have a designated person to handle cash if you are not having an open bar.
- The bar area is to be completely cleared out when the event is done, please do not leave anything behind including ice.
- A copy of the Special Occasions Permit as well as receipts for all alcohol that is being served must be provided to the bartenders and kept in the bar area for the duration of the event. Alcohol that is not accompanied by a receipt will not be served.

Decorations

- Not Permitted: candles, attaching decorations to the windows or walls, glitter or confetti, tape or thumbtacks
- No confetti or rice is to be thrown/used in the hall or Enabling Garden. Failure to comply with this rule will result in no refund of your damage deposit.

Internet

- Yes, we do offer Wi-Fi but we recommend you not sharing the password as the more people on the Wi-Fi, the slower the connection.

Clean-up

- The renter is responsible for completing as much clean-up as possible. This includes removing all decorations and debris, clearing and wiping down all tables and chairs, and placing all garbage in the garbage bins located at the rear of the facility. All facility-owned tables and chairs must be returned to their designated storage rooms. If the kitchen is used, all equipment must be thoroughly cleaned and properly put away. Clean-up must be completed immediately following the event, unless prior arrangements have been made. Failure to leave the facility in the condition in which it was found may result in forfeiture of the damage deposit.

Parking

- Free parking is available on site for all halls, however all halls are located on municipally owned parks and parking is shared by all.

Bartenders

- Bartenders are $29.53+HST each per hour. ***Rate is subject to annual change.** Licensed events require a minimum of 2 Guelph/Eramosa Township bartenders. A minimum of 4 hours per bartender is required. You are also required to obtain your Special Occasions Permit from the Alcohol and Gaming Commission of Ontario at your own expense and provide it to the Township no later than 30 days prior to your event.

Insurance

- A certificate of insurance is mandatory for all rentals. Please visit our insurance partner's website, Instant Risk Coverage, and follow the prompts to obtain your certificate of insurance. https://ircmga.com/ca/get
- We will automatically be sent a copy of your insurance once you have completed the process and made payment.
- Any insurance related questions should be directed to Instant Risk Coverage.

Fees Schedule 2026

Halls and Meeting Space Rentals (NR – Non-Resident)

Rockmosa Community Centre Hall and Kitchen		
Friday, Saturday, Sunday and Statutory Holidays	Full Day	$733.00 / $842.95 NR
	8 Hour Rental	$601.00 / $691.15 NR
Mondays - Thursdays	8 Hour Rental	$467.00 / $537.05 NR
	Damage Deposit	$500.00

Rockmosa Community Centre Hall Only		
Friday, Saturday, Sunday and Statutory Holidays	Full day	$467.00 / $537.05 NR
	8 Hour Rental	$401.00 / $461.15 NR
Monday - Thursday	8 Hour Rental	$272.00 / $312.80 NR
	Damage Deposit	$500.00

Marden Community Centre Hall and Kitchen		
Friday, Saturday, Sunday and Statutory Holidays	Full Day	$493.00 / $566.95 NR
Monday – Friday	8 Hour Rental	$268.00 / $308.20 NR
Monday - Friday	Hourly (5 hour minimum)	$50.00/hr - $57.50/hr NR
Saturday – Sunday	Hourly (5 hour minimum)	$54.00/hr - $62.10/hr NR
	Damage Deposit	$500.00

Rockmosa and Marden Park Enabling Gardens		
Monday - Sunday	Full Day	$234.00 / $269.10 NR

Rockmosa Older Adults Centre		
Saturday & Sunday	8 Hours	$217.00 / $249.55 NR
	4 Hours	$146.00 / $167.90 NR
Monday – Friday after 5pm	Hourly	$55.00/hr - $63.25/hr - NR
	Damage Deposit	$200.00

Rockmosa Community Centre & Marden Community Centre		
Instructional Community Programming Rental	4 Hour Rental	$241.00 / $277.15 NR
Youth Day Camp Christmas Break, March Break, July & August	Monday – Friday	$722.00 / $830.30 NR

Rental Request

- Contact our Halls Coordinator by email hallrentals@get.on.ca
- Please include the date & type of event you are hosting. You will receive a reply if we can accommodate your request with additional information and a Rental Request Form that will need to be completed and returned to create the booking. Please note availability is based on first come first serve basis, we are unable to place a hall on hold.

PLEASE NOTE

- All rental rates are subject to HST
- A 15% surcharge for all rentals will be levied to any renter who does not reside in the Township of Guelph/Eramosa
- Day before/after, set up/take down: $231.00/day (subject to availability)
- Instructional Community Programming and Youth Day Camps **Must** have open registration to the public.