

## ***An Overview of the Justina Centre***

The Justina Centre is a community centre located at 108 Outer Cove Road. It is divided in to 2 levels – the Upper level and the Lower level.

The Upper level is available for the general public to rent for events such as Bar Functions, Wedding Receptions, Corporate Family Fun Days, Conferences, Birthday Parties and Bridal Showers.

The Lower level is a community room and is available for residents of the Town of Logy Bay-Middle Cove-Outer Cove **ONLY** to rent for events such as birthday parties and bridal showers. There is no bar available.

### ***How much does it cost to rent the Justina Centre Upper level?***

Bar Functions and Weddings - \$300 + HST = \$345

Corporate Fun Days - \$300 + HST = \$345

Day Conference - \$200 (HST inc.)

Non-bar Event - \$50 per hour + HST with a minimum 3 hour rental

Please note that table setup is included for these functions.

### ***How much does it cost to rent the Justina Centre Lower level?***

Birthday parties for children in Grade 6 and under or Seniors 75+ - FREE

Funeral Gatherings – FREE

Other events - \$20 per hour + HST with a minimum 3 hour rental

Please note that table setup is **not** included for any of these functions.

### ***Are there any other costs associated with the rental?***

All rentals require a \$500 damage deposit which we require within 48 hours prior to the event. The damage deposit is refundable when the key has been returned and the building inspection has cleared.

### ***What form of payment can be taken for rental fee and damage deposits?***

Payment can be made by cash or cheque made payable to 'Justina Centre'.

### ***Can I get a refund if I have to cancel my booking?***

A cancellation of an event less than two weeks prior to the booking will be refunded with the exception of a \$50 service charge.

### ***What form of payment is accepted at the bar?***

The bar accepts cash and debit only. An exception is made for wedding reception bookings where drink tickets may be arranged and paid for by cheque at the end of the evening. Cheque is to be made payable to 'Justina Centre'.

### ***What is the capacity of the Justina Centre?***

The capacity of the Upper level is 150 people and the lower level is 90.

***Are children permitted at a Bar Function at the Justina Centre?***

For all rentals with bar service, minors are not permitted on the premises unless the renter has completed an *Application for Approval for Minors on Licensed Premises Form (\$50 Application fee)* as required by the Newfoundland Liquor Corporation. If you are approved to have minors on the premises by the NLC, then they must be accompanied by a parent/guardian and leave the premises by 9:00 pm. Application forms are available at the Town Hall. Weddings are EXEMPT from this regulation; children may attend weddings with no time limit and no need for additional paperwork.

***What does the rental of the Justina Centre for a Bar Function include?***

Rental includes bartender service, use of a large kitchen, table setup, use of microphone and podium, wrap around patio deck and ample parking.

A person renting for a wedding reception is also entitled to one free wedding shower in the Upper level of the Justina Centre for 3 hours on a Sunday afternoon subject to availability.

***Is the softball field included in the Justina Centre rental fee?***

The softball field is not included in the rental of the Justina Centre. It may be pre-booked separately for exclusive use at a rate of \$100 per day or \$250 per weekend.

***What does the Justina Centre kitchen facility consist of?***

The Upper level kitchen is equipped with a commercial propane stove, fridge, sink, hot water urn, microwave and kettle. There is no dishwasher. The Lower level kitchen has a fridge, electric stove, microwave and kettle.

***Does the Justina Centre offer any other services with respect to event bookings?***

No - you are responsible for your own decorations, music and catering services including tablecloths, plates and utensils. We do not charge any catering fees.

***When can I access the Justina Centre for a Bar Function, Wedding reception or Special Event?***

For a bar function, you have access to the Justina Centre from 11:00 am on the day of your booking until 3:00 am the following morning. Extra time can be purchased at a rate of \$50 per hour if necessary.

***How do I gain access to the Justina Centre?***

Weddings and Special Events will receive 2 keys along with security code when the damage deposit is paid. Keys must be returned within 72 hours of event. Other Rentals will receive 1 key with the same stipulations. Keys must be picked up at the Town Hall by, at the latest, 4:00 pm on the Friday before your weekend rental. Otherwise, hours are 8:30 am – 4:30 pm Monday to Friday for key pickup and return.

***What am I responsible for regarding cleanup of the facility?***

All decorations, table cloths, food and surface spills MUST be removed at the end of the booking (for weddings and bar functions, **by 4:00 am**) to allow for cleaning of the venue. All garbage must be removed and placed in the large green dumpster in the Justina Centre parking lot. Please empty beverage containers before putting them in the garbage. The facility must be left in the same condition as found.

***Am I permitted to decorate the Justina Centre?***

You are permitted to decorate the facility, however, you must not nail, screw or tape anything to the floors, walls or ceiling fans. Decorations may be secured to the wood.

***Is smoking permitted at the Justina Centre?***

There is to be no smoking inside or on the deck of the Justina Centre.

***Can we bring our own alcohol in to the Justina Centre?***

All alcohol must be purchased through the Justina Centre bar. This includes wine for wedding favors. If you wish to purchase table wine for your function please contact the Town at 726 7930 Ext 23. All wine orders must be placed at least two weeks prior to rental date. The cost of the wine will be a 100% mark up from the price charged at the liquor store. Renters are not permitted to bring any personal alcohol on to the Kelly Park grounds and/or the Justina Centre. If Justina Centre staff become aware that your guests are bringing their own alcohol onto the premises, the event may be shut down and the renter's damage deposit will be forfeited.

***Are there any restrictions to what can be used in and around the Justina Centre?***

There are several restrictions to be aware of. Please note the following:

- BBQs are **NOT** permitted in or on the deck of the Justina Centre. They may be used on the grassy area at the bottom of either set of steps
- **NO** candles with live flames are allowed. Please use battery operated **ONLY**
- The use of fireworks is **NOT** permitted anywhere on Kelly Park grounds (including softball and soccer fields)
- There is to be **NO** drinking alcohol on the deck, on the grounds or in the parking lot
- Pets are **NOT** permitted inside the facility
- Recreational equipment such as bouncy houses, hockey sticks and nets, velcro walls and basketball nets are **NOT** permitted inside the Justina Center

***How do I go about booking the Justina Centre?***

For Justina Centre bookings, call the Community Program Coordinator on 726 7930 ext. 23 or email [office@lcmc.ca](mailto:office@lcmc.ca)