



**Logy Bay
Middle Cove
Outer Cove**

Justina Centre



www.lbmccoc.ca



Justina Centre

The Justina Centre is a Community Centre located in [Kelly Park at 108 Outer Cove Road, Outer Cove.](#)

It is divided in to 2 levels Upper & Lower.

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

Rental Rates & Pricing

Upper Level

Wedding Rental

- Cost of 1 Day Rental
- Bar Service included.
- Can use own catering and decorator

\$600

Bar Function

- Bar Service is provided.
- 1 Day Rental (11:00 am access)

\$450

Non-Bar Function

- Showers (Bridal, Wedding, etc.)
- Conferences.
- Small Rentals.
- Minimum 3 HR Rental

\$60/
HR

ALL RENTALS ABOVE ARE SUBJECT TO A \$75 CLEANING FEE

- Weddings & Bar Functions costs are for a 1-Day Rental. Extra time can be purchased for \$60/HR, subject to availability.
- Rentals above are subject to a \$500 Damage Deposit. Once the building has been inspected after your rental and pending no damages to the facility your damage deposit will be returned. Damage deposits can be paid in cheque or cash.

Rental Rates & Pricing

Lower Level

Birthday Party Rental	<ul style="list-style-type: none">• Fridays (6:00-8:00 pm)• Saturdays (12:00-4:00 pm)• Sundays (12:00-4:00 pm)	\$40/ HR
Funeral Gathering	<ul style="list-style-type: none">• Resident who passed must have been a resident of the Town.	\$0
Other Function	<ul style="list-style-type: none">• Showers (Bridal, Wedding, etc.)• Conferences.• Small Rentals.• Minimum 3 HR Rental	\$40/ HR

ALL RENTALS ABOVE ARE SUBJECT TO A \$50 CLEANING FEE

- Birthday Parties for School Aged Children in Grades K-6 are provided a FREE rental rate. However, must pay the cleaning fee. The child MUST be a resident of the Town. Verification may be requested.
- Rentals above are subject to a \$500 Damage Deposit. Once the building has been inspected after your rental and pending no damages to the facility your damage deposit will be returned. Damage deposits can be paid in cheque or cash.

Notes & FAQ's

WHAT IS THE CAPACITY OF THE JUSTINA CENTRE?

The Upper Level can hold 150 people seated.
The Lower Level can hold 90 people seated.

WHEN CAN I RENT THE FACILITY?

Town facilities are primarily used for Town programming and events during peak recreation periods throughout the year. Under normal circumstances, to accommodate Town programming and activities, rentals are not granted during summer months for any Town facility. Specific dates and times can vary based on Town needs, programming specifications, and operational demands. Current information on rental opportunities, facilities, and rental seasons (including off season) is available by contacting the Town.

WHAT DOES THE RENTAL OF THE JUSTINA CENTRE FOR A BAR FUNCTION INCLUDE?

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

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.

Notes & FAQ's

WHAT ABOUT CATERING, MUSIC AND DECORATIONS?

The renter is responsible for their own music, sound equipment, decorations, catering services (including tablecloths, linen's, plates, cutlery, etc.) The Town does not charge any cater fees.

WHEN CAN I HAVE ACCESS TO THE FACILITY FOR MY RENTAL?

BAR FUNCTION

Access begins as early as 11:00 am on the day of your booking until 2:00 am the following morning. Extra time can be purchased (if available) at an hourly rate.

WEDDING

Access begins as early as 7:00 am on the day of your booking until 2:00 am the following morning. Extra time can be purchased (if available) at an hourly rate.

NON-BAR FUNCTION

Access begins as stated on your rental agreement (normally 1 hour prior to the event starting) unless otherwise noted and agreed upon.

ALL RENTERS MUST TAKE SET UP AND TEAR DOWN TIME INTO CONSIDERATION WHEN BOOKING THE FACILITY. PLEASE INDICATE TIMES WITH THOSE INCLUDED.

HOW DO I GAIN ACCESS TO THE FACILITY?

All renters will receive a code to the facility 24 hours prior to their rental. For weekend rentals, codes will be provided on Friday. Your code is valid for your rental times ONLY.

Notes & FAQ's

WHAT FORM OF PAYMENT IS ACCEPTED AT THE BAR?

The bar accepts cash, debit and credit. An exception is made for wedding reception bookings where drink tickets may be arranged. However, it must be noted in advance and tabs must be paid at the end of the night.

ARE CHILDREN PERMITTED AT A BAR FUNCTION?

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 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 online. Weddings are EXEMPT from this regulation; children may attend weddings with no time limit and no need for additional paperwork.

IS THE SOFTBALL FIELD INCLUDED IN THE JUSTINA CENTRE RENTAL?

The softball field is not included in the rental of the Justina Centre.

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. Please empty beverage containers before putting them in the garbage. The facility must be left in the same condition as found. Tables and chairs must be put back where they were found (put up against the wall, back in the storage room, etc.).

Notes & FAQ's

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 ceilings.

CAN WE BRING OUR OWN ALCOHOL INTO THE FACILITY?

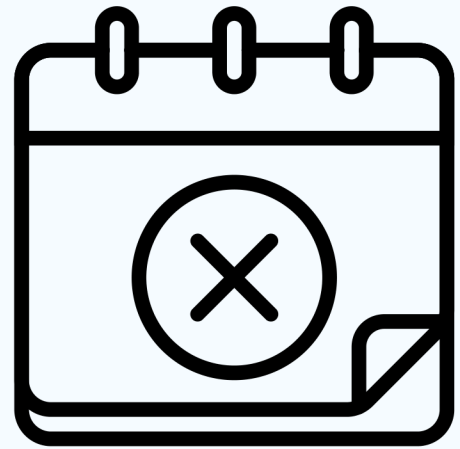
All alcohol must be purchased through the Justina Centre bar. The Justina Centre is a licensed bar facility. Meaning there is no BYOB. If you wish to purchase table wine for your function, please contact the Town. All wine orders must be placed at least three weeks prior to rental date. The cost of alcohol 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 & AROUND THE FACILITY?

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

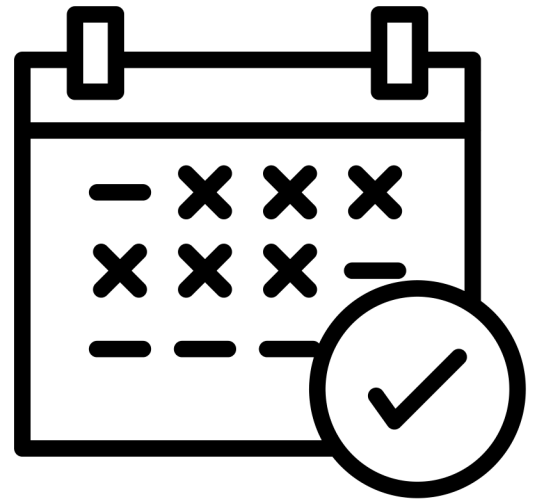
- BBQs are **NOT** permitted in or on the deck of the Justina Centre. They may be used on the grassy area at the bottom of either set of steps.
- **NO** candles with live flames are allowed. Please use battery operated **ONLY**
- The use of fireworks is **NOT** permitted anywhere on Kelly Park grounds (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 Centre

Cancellation Policy



- The Town reserves the right in its sole discretion to cancel a reservation at any time due to staffing availability or other unforeseen circumstances. Cancellation notices will be issued as far in advance as reasonably possible.
- All rental fees will be refunded in full or credited toward a future rental, at the option of Renter, for cancellations initiated by the Town. The Renter agrees that the Town will not otherwise be responsible to the Renter for any other compensation, costs or damages in respect of any such lost time, including but not limited to any costs incurred by the Renter in respect of cancelled rental periods.
- Cancellations initiated by the Renter will only result in a refund of money by the Town if:
 - notice of the cancellation is provided to the Town in writing at least one (1) week prior to the timeslot being cancelled; If this is a bar event, the rental will be refunded less \$180; and
 - the Town is satisfied, based upon appropriate documentation provided by the Renter, that the cancellation is due to extenuating circumstances.

How To Book



01 REQUEST YOUR DATE AVAILABILITY

Booking requests **MUST** be made in writing via email. No booking requests will be taken over the phone.

02 YOUR DATE IS AVAILABLE

Staff will provide you with the Facility Rental Agreement. This must be filled out and returned.

03 PAY YOUR FEES

Once Facilities Rental Agreement is received, staff will provide you with a final amount for payment. Payment is required in full at that time to confirm your booking. Bookings without payment will not be confirmed.

04 YOUR RENTAL IS CONFIRMED

Once the Town has received all required documentation and payments your rental will be confirmed.

COMMUNICATION

CONTACT DETAILS

Allison Whitty

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709.726.7930 ext 104

WEBSITE

www.lbmcoc.ca

SOCIAL MEDIA

[townoflbmcoc](#)