

Emerald Community Centre / Boxcar Pub & Grill Rental Information

Frequently asked questions

Are you wheelchair accessible? Yes, for everything except our studio and game room.

Do you have patios? Yes, we have a screened-in and an open patio.

Where is smoking permitted? Smoking is only permitted on our open patio. Smoking is not permitted inside or in front of the community centre.

Do you provide catering? Yes, contact Fay O'Brien 886-3299

Can we take our own food in? Yes, but you are required to contact Environmental Health at 1-800-958-6400 for regulations/requirements related to preparing food for the public. A waiver must be signed before any food preparation can begin.

<http://www.gov.pe.ca/health/environmentalhealth>

Do we have to set-up? Generally, we will set up prior to your event after discussing your requirements.

Who cleans up after our event? The rule of thumb is everything that you brought into the community centre (decorations, food etc...) you take out with you. Basically, you are to leave it as you found it. Special attention needs to be paid to the cleaning of the kitchen – if the kitchen is not left in acceptable condition additional fees will be charged to the renter.

Can we take wine into the community centre? No, under no circumstances is wine, or any other alcoholic beverage, permitted to be taken into the community centre. This includes home-made wine and wine to be used as parting gifts. Any wine or other alcoholic beverage must be purchased from the community centre. See current wine prices on the website under booking information.

Are under 19 allowed in to our event when the bar is open? Only under special circumstances, such as weddings, where under 19 are permitted when accompanied by an adult until 10pm.

Does the \$50.00 charge for early access apply to each day the facility is rented? No, the \$50.00 is a flat fee charged on all weddings and some other events.

What does the \$75.00 holding charge get me? This optional charge will hold the banquet room on the day prior to your event to enable you to decorate and will prevent the banquet room being rented to another event. This hold applies to the banquet room only and not any other room at the Community Centre. This holding charge does not include air conditioning.

Does my event require security? Generally speaking, most events over 60 people, that have the bar open, require security (door monitors) to monitor the guests and to prevent the transportation of alcoholic beverages into or out of the community centre. This is a requirement of the PEI Liquor Control Commission. See us for details.

How many bartenders do I require and who provides them? For events under 50 guests there will be 1 bartender and events over 50 people usually require 2 bartenders. The community centre provides the bartenders and charges a bar service fee of \$10./hour under 50 guests and \$20./hour over 50 guests. This fee will be added to the rental invoice.

Is the Community Centre a member of SOCAN? Yes, we are a member of SOCAN and pay annual royalty fees for all recorded and live musical performances at the community centre.

Do you provide table cloths or decorations? No

What shape are your tables? We have rectangle tables (30"x72") and just a few (6) round tables (36")

Do you have a stage & Sound system? Yes, we have 6 risers (12"H x 8'L x 4'W) and we do have a sound system for speaking and background music, but not for live music.

Do you have a projector and screen? We have a screen, but we do not have a projector.

Do you have fridge & freezer space? Yes, we have a double door cooler and very limited freezer space.

Do you have coffee & tea urns? Yes, we have a 3 pot coffee maker that takes bags of coffee and a small and large tea urn. You must supply coffee and tea etc...

Do you have an ice machine? Yes, however caterers, are encouraged to bring bagged ice if they plan to use a large quantity for meal service.

Do you have enough dishes, glasses etc... for a meal? Yes, we have enough of everything for 150 guests including chafing trays, wine glasses, water glasses, juice glasses, coffee mugs, plates, silverware, water jugs etc... We don't have pots or many items used in actually preparing a meal. There is no additional charge for tableware.

Do you have tabletop decorations? No

Is air conditioning included with the rental? Yes, but just on the main day of your event, it is not included on any day prior to your main event (decorating day etc). If you wish to use the air conditioning on additional day(s) leading up to your event there will be a \$50./day charge added to your rental.