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1. PROCEDURES TO RENT A HALL OR A SET

All recognized organizations can apply to rent a room for the following reasons free of charge: Annual general meeting and board of directors meeting.

Recognized community organizations also have a bank of hours to rent rooms or sets for free. Please refer to the summary table of the provided support for complete details.

Steps to follow:

1. Learn about the support that is available to you
Offered Support Summary Chart
2. Only a member of the board meeting or a person appointed can make a hall reservation.
3. Speak with a community development officer to validate the rooms availability: 819-827-6228
4. Book your room
5. Get the key and sign the rental form
6. Give your key deposit (refundable upon the return of the key)
7. Get the alarm security system procedure details
8. Return the key to the Recreation, Cultural and Community Services
9. Sign the key return form



2. MUNICIPAL INFRASTRUCTURES

Table 1

Halls and Sets	Description of available equipment	Address
Basement Farm Point Community Centre	<ul style="list-style-type: none"> • Capacity: 100 • Accessibility for people with reduced mobility • Chairs and tables • Stage • Bar 	331, chemin de la Rivière Chelsea, Quebec J9B 2M6
De la Rivière hall Farm Point Community Centre	<ul style="list-style-type: none"> • Capacity: 65 • Chairs and tables 	331, chemin de la Rivière Chelsea, Quebec J9B 2M6
Kitchen Farm Point Community Centre	<ul style="list-style-type: none"> • Ovens • Fridge • Work surface 	331, chemin de la Rivière Chelsea, Quebec J9B 2M6
Hollow Glen Community Centre	<ul style="list-style-type: none"> • Capacity: 100 • Big single-storey room • Chairs and tables • Fitted kitchen • Accessibility for people with reduced mobility 	12, chemin du Parc Chelsea, Quebec J9B 1C2
Baseball field	<ul style="list-style-type: none"> • Consult the Recreation department for rinks and sports fields pricings 	Farm Point
Baseball field		Village Centre
Soccer field		Village Centre
Hollow Glen soccer field		Hollow Glen
Soccer field # 1		Village Centre
Farm Point rink		Farm Point
Old Chelsea rink		Village Centre
Hollow Glen rink		Hollow Glen

* Pricings of community hall and centres are displayed on Table 2

** Meredith Centre not included

*** Consult the Recreation department for rinks and sports fields pricings



3. ROOM PRICING POLICY

Table 2

		Rate / hour (0-5h)	Half day Price / hour (5h -10h)	Full day Price / hour (10h et plus)
		Resident	Resident	Resident
Meeting (groups seated around tables)	Non for profit groups (OSBL)	FREE According to availability please book at least a month in advance	FREE According to availability please book at least a month in advance	N/A
	<i>Cleaning fees</i>	Included	Included	N-A
	Lucrative Groups	30 \$ / hour	25 \$ / hour	N/A
	<i>Cleaning fees</i>	Included	Included	N-A
	Individual	25 \$ / hour	20 \$ / hour	N/A
	<i>Cleaning fees</i>	Included	Included	N-A
Activity (Choir, workshop, Conference, etc.)	Non for profit groups (OSBL)	15\$ / hour	15 \$ / hour	15\$ / hour
	<i>Cleaning fees</i>	Included	Included	Included
	Lucrative Groups	40 \$ / hour	35 \$ / hour	30 \$ / hour
	<i>Cleaning fees</i>	Non-included*	Non-included*	Non-included*
	Individual	35 \$ / hour	30 \$ / hour	25 \$ / hour
	<i>Cleaning fees</i>	Non-included*	Non-included*	Non-included*

* Consult the Recreation department for rinks and sports fields pricing

** Meredith Centre not included

Hollow Glen Community Centre – 12, chemin du Parc
Farm Point Community Centre – 331, chemin de la Rivière

