

MEETING ROOMS

Updated: January 25, 2024

REGULATIONS & CONDITIONS OF USAGE

Reservations are made on a first come, first served basis. There are no priorities.

Reasonable wear and tear accepted, tenants shall be expected to leave the premise as nearly as possible in the same condition as at the time of occupancy. Stacking of chairs and tables not necessary but items on the tables are to be cleaned off by the tenant. Any damages will be assessed to the renter.

The RECplex reserves the right to assess a special charge where in the opinion of the Caretaking and Administrative staff, a tenant has shown complete disregard for the above provisions.

The renter is at all times responsible for inside hall policing and supervision and shall accept full responsibility for damages to property and/or building during the rental period.

When the Hanover kitchen facilities are utilized renters are requested to leave the kitchen as they found it other than scrubbing the floor.

- * Renter is responsible to bring own dish soap and towels for drying dishes.
- * Sinks left clean and dry. Counters to be wiped.
- * Garbage to be placed in garbage containers ready for caretaker to take away.

No confetti/rice/etc. allowed anywhere in the facility.

Decorations are permitted providing that only products such as Fun Tac or Hold It are used to fasten same to walls provided that the same are removed immediately following function.

In order that staff may prepare the building for its new occupancy it is required that any special equipment including decorations will be removed as soon as possible.

Closing during Socials

- 1:30 am - Bar shall close
- 2:00 am - All liquor must be cleared from tables.
- 3:00 am - All persons must be vacated from the Meeting Room
- One hour has been allotted for clean-up

Prices are subject to change without notice

Caretaking service is provided.

In addition to their routine janitorial duties, they will provide service to all users in the setting up of tables, chairs, and any other special arrangements of RECplex owned equipment if notified in advance. Recreation & Parks Office must be provided with a floor plan at least three days in advance of the booked date.

HANOVER ROOM

GENERAL INFORMATION

Room Dimension 72-1/2' X 32' 2320 Sq Ft
Rated capacity with chairs only - 150 people
Rated banquet capacity - 125 people.

Catering Service provided upon request

RECplex Concession Catering Menu

- Coffee Service
- Luncheon Menu
- Hot Meal Menu
- Other Menu Ideas

Available to renter at no charge are:

- ◆ Microphones/stand
- ◆ Podium
- ◆ LCD Power Point Projector/Screen
- ◆ Internet access
- ◆ TV/VCR/DVD
- ◆ Flip Charts
- ◆ White Board

Hanover Kitchen

Small cooler, conventional oven, three sinks.

Tables available:

- 8' Rectangle tables - recommend seating 8 per table
- 5' Round tables - recommend seating 8 per table
- 5' Rectangle tables – registration table or power point table

Caretaking service is provided.

In addition to their routine janitorial duties, they will provide service to all users in the setting up of tables, chairs, and any other special arrangements of RECplex owned equipment if notified in advance. Town Office must be provided with a floor plan at least three days in advance of the booked date.

SALOPIAN ROOM

GENERAL INFORMATION

Room Dimension 28' X 26' 688 Sq Ft

Rated capacity with chairs only - 50 people.

Rated capacity with rectangle tables - 40 people.

Catering Service provided upon request

RECplex Concession Catering Menu

- Coffee Service
- Luncheon Menu
- Hot Meal Menu
- Other Menu Ideas

Available to renter at no charge are:

- ◆ LCD Power Point Projector/Screen
- ◆ Internet access
- ◆ TV/VCR/DVD
- ◆ Flip Charts
- ◆ White Board

Tables available:

8' Rectangle tables - recommend seating 8 per table

5' Rectangle tables – registration table or power point table

Caretaking service is provided.

In addition to their routine janitorial duties, they will provide service to all users in the setting up of tables, chairs, and any other special arrangements of RECplex owned equipment if notified in advance. Recreation & Parks Office must be provided with a floor plan at least three days in advance of the booked date.