

Special Events Equipment/Rental Fees

Please use the following information to develop your budget for in kind expenses related to the use of city equipment/facilities for the event or program for which you are seeking a grant.

Please note:

- Equipment fees quoted are for equipment **used at city facilities only**, not outside venues.
- **Fees are subject to change per the annual budget cycle and/or as the city determines.**
- Other fees may apply on a case-by-case basis.

For more information, please contact:

1. Regarding equipment/rental fees for events at city hall (see fees in chart below):

Steve Roth, Manager, Special Events
steve.roth@kitchener.ca or 519-783-8292

2. Regarding equipment/rental fees for events at Victoria Park Pavilion (see fees in chart below):

Natalie Martin, Supervisor, Venue Service
Natalie.martin@kitchener.ca or 519-783-7882

3. Regarding equipment/rental fees for events at community centres:

Please complete the Facility Rental Inquiry form (www.kitchener.ca/book) for a quotation.
Respond to the final question, (*Do you have any other questions or rental requirements?*) as follows:

“Seeking facility/equipment rental costs to inform my organization’s request for a 2026 in kind community grant.”

Do you have further questions about equipment/rental fees for events at community centres?
Contact:

Teagan McKenna, Manager, Community Centres
teagan.mckenna@kitchener.ca or 519-783-8563

4. Regarding road closure costs:

Transportation Services department: 519-741-2379

Fees related to events at City Hall or Victoria Park Pavilion (as per #1 & #2, above)	2025 Rate (incl. HST)
City Hall Rotunda & Kitchens	
Level 1 - up to 100 in attendance + extra fees	\$475
Level 2 - up to 200 in attendance + extra fees	\$605
Level 3 - up to 300 in attendance + extra fees	\$716
Level 4 - 301 or more in attendance + extra fees	\$843
Carl Zehr Square	
Level 1 - up to 100 in attendance + extra fees	\$242
Level 2 - up to 200 in attendance + extra fees	\$362
Level 3 - up to 300 in attendance + extra fees	\$480
Level 4 - 301 or more in attendance + extra fees	\$607
City Hall Meeting Rooms	
Conestoga Room - first 3 hours + staffing	\$103
Conestoga Room - each additional hour + staffing	\$28

Fees related to events at Clty Hall or Victoria Park Pavilion (as per #1 & #2, above)	2025 Rate (incl. HST)
Heritage Room - first 3 hours + staffing	\$91
Heritage Room - each additional hour + staffing	\$28
Victoria Park Pavilion	
VPP main room (upstairs) + extra fees + staffing	\$96
VPP licensed event fee + extra fees + staffing	\$357
Extra Fees	
Rotunda Light Adjustments	\$181
Rental Attendant	\$31
Extra day setup	\$240
Tent 10X10	\$171
Tent 10X20	\$290
Tent lights - clamp	\$7
Chairs - padded folding	\$3
Table - 6ft rectangular	\$9
Table - bistro	\$12
Table - 5ft round	\$11
Projector	\$329
Screen	\$53
Sound system - small	\$158
Sound system - large	\$198
Stanchions	\$16
Extension cords	\$7
Cable mats	\$9
Barricades	\$9
Podium	\$26
A-frames	\$13
Electrical panels	\$33
Staffing	
Staffing costs vary. Contact Steve Roth for more information.	