

HALL RENTAL GUIDE

Châteauguay



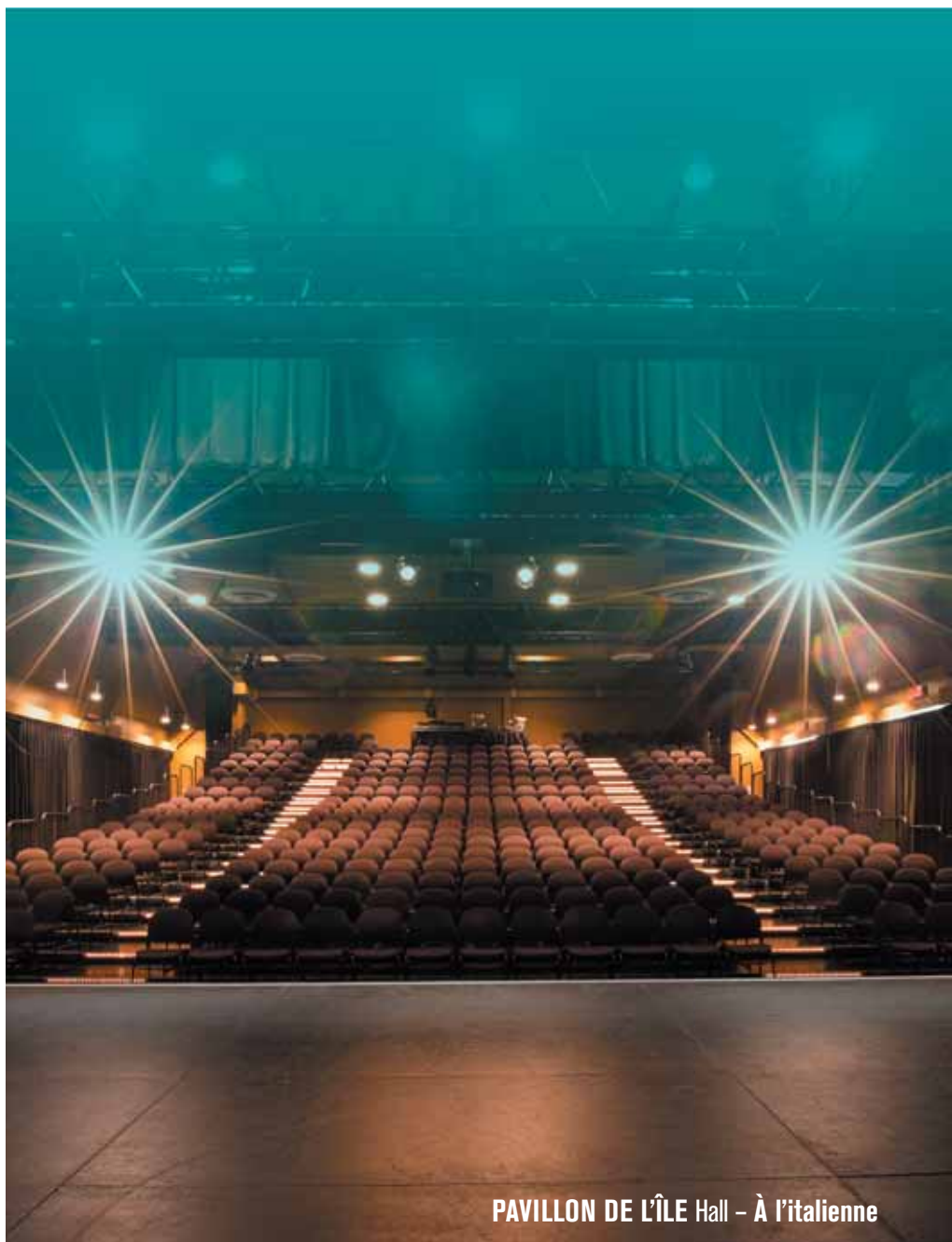
JEAN-PIERRE-HOUDE Hall - Centre culturel



PAVILLON DE L'ÎLE Hall - Formule banquet



ROSS-HILL Hall - Agora



PAVILLON DE L'ÎLE Hall - À l'italienne

Direction de la vie citoyenne

Library | Culture and Special Projects | Sports and Outdoors

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Dear Clients,

The Ville de Châteauguay offers many types of rooms or halls for rent and has many spaces that could meet your needs. To support you in carrying out your projects, the City has an experienced team which will be able to meet your expectations by designing the special experience you are seeking. This guide is intended to facilitate the planning and organization of your activities.

Through the **Agora**, the City offers a unique setting that is conducive to major outdoor events, but sheltered from poor weather. It is also possible to rent small rooms for smaller but no less important activities, such as rehearsals, meetings or training.

When the City is not presenting professional shows in its two theaters, they are available for rent for the presentation of events of all kinds. Whether it is for **conferences, cocktail receptions, benefit evenings, trade shows, conferences or shows**, these spaces are adaptable and equipped with state-of-the-art audio and visual equipments.

Choosing a theatre in the **Ville de Châteauguay** will provide your event with a professional stage, quality equipment, a comfortable space, and qualified and welcoming staff. The options range between the **hall located on île Saint-Bernard—a natural site that is enchanting and steeped in history—and the small, intimate hall in the Centre culturel G.-P.-Vanier (Jean-Pierre-Houde room)** in the downtown area.

We have prepared this document to answer your questions and to help make the organization of activities and events more efficient. However, since your **activity is unique**, the staff members responsible for renting rooms will be pleased to help you so that your entire organization process goes as smoothly as possible.

Your Direction de la vie citoyenne team

**This document is updated (rates, etc) in January of each year.*



RENTAL

coordination team

Christian Cardinal

Recreation Facility Clerk

Reservations, contract administration and invoicing

450 698-3113

Christian.cardinal@ville.chateauguay.qc.ca

Olivier Derly-Téton

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Direction de la vie citoyenne

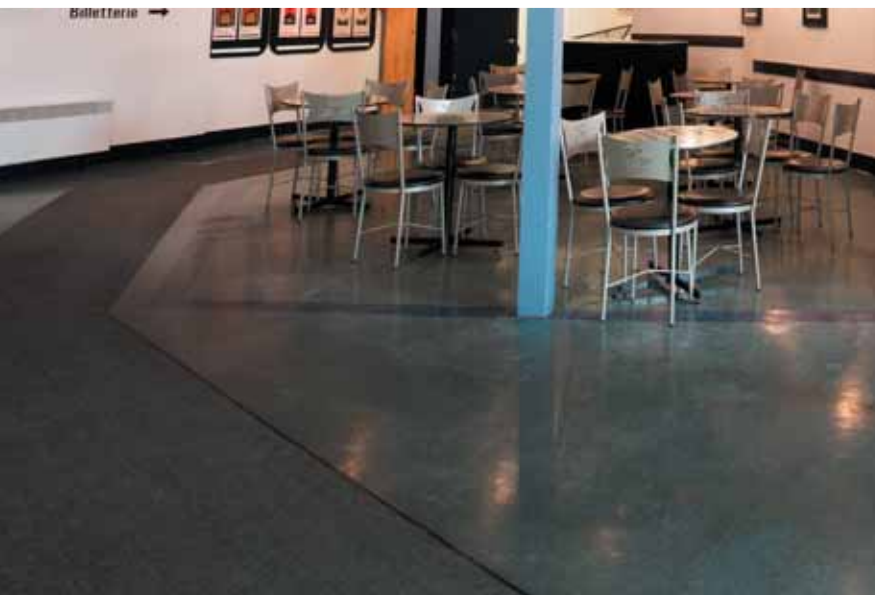
Administration : 450 698-3102

Centre culturel Georges-P.-Vanier

15, Maple Boulevard (Québec) J6J 3P7

Division.culture@ville.chateauguay.qc.ca

www.ville.chateauguay.qc.ca



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TERMS

and conditions

The purpose of this section is to set out the various terms and conditions which the Rental Coordination team members apply. They were developed to comply with the laws and by-laws that govern the Ville de Châteauguay's responsibilities.

A lessee cannot sublease to a third party. Moreover, the City and its representatives will refuse to rent a room or a building if the planned activity:

- Does not comply with the law, by-laws and collective agreements in force or the City's values;
- Does not comply with the integrity, nature or function of the venue or the type of clients that go there;
- Needs more human resources than are available (e.g., too many activities on the same date requiring technical support);
- Is of a strictly commercial nature.

For any activity involving the playing of music (shows, background music, etc.), **SOCAN** fees must be paid by the lessee and proof of licence may be required;

The theatres cannot be rented for the presentation of a show by a professional artist. A producer wishing to present a performance by a professional artist must contact the persons responsible for the City's professional performing arts program (Château Scènes: 450 698-3108).

2.1 STEPS

The lessee who requests a reservation must first complete the **Reservation Request Form** and send it by email to the **Recreation Facility Clerk** (Christian.cardinal@ville.chateauguay.qc.ca);

The **Recreation Facility Clerk** will respond to the request within 48 hours on business days (Monday to Thursday);

If necessary, the **Recreation Facility clerk** will contact the requester to clarify certain details and will then send the rental contract;

To formalize the rental, the lessee must send the **Recreation Facility Clerk** a copy of the signed contract and a copy of its liability insurance policy (if requested and if necessary). The lessee must also send the deposit.

The **Recreation Facility Clerk** and the **Technical Coordinator – Stage** are authorized to estimate the needs of an event and to charge the client accordingly.

The total cost estimate indicated in the contract will be an indication (bid), but may be subject to change if items are amended by the lessee or its representative, before or during the event. The Rental Coordination staff members will inform the lessee if any changes will have an impact on the final invoice and may provide an approximation of the amount. The final invoice will then be adjusted and sent to the lessee which will have **30 days to pay the invoice**.

2.2 ORDER OF PRIORITY

The lessee recognizes that the City's rooms are available for rental according to the following order of priority:

- 1- City (activities organized and carried out by the municipality);
- 2- Organizations and professionals mandated by the City;
- 3- Recognized organizations under the City's recognition and support policy;
- 4- Châteauguay resident;
- 5- Resident that is a commercial or partner organization;
- 6- Non-resident.

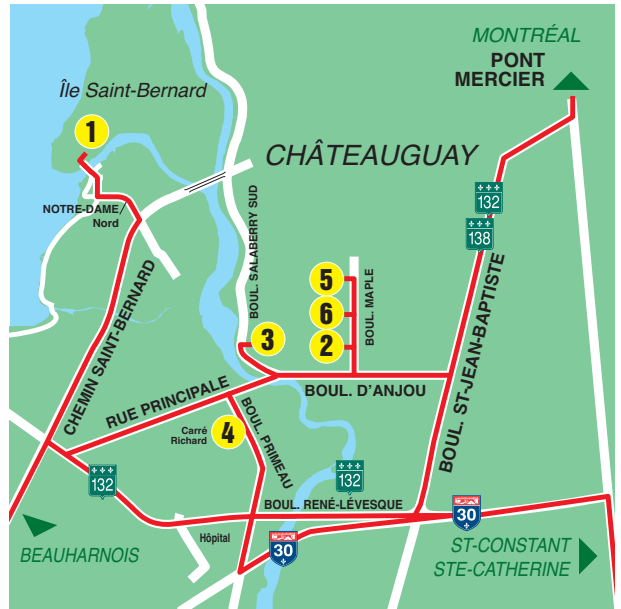
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BUILDINGS

and rooms

Most rooms are accessible for people with reduced mobility (see details in item 8.2) and theaters are equipped with a hearing assistance system for amplified events. However, a request must be made to the staff for this option. Please contact the staff on site to tune in the correct frequency.

It is not possible to reserve a parking space. Parking spaces are shared by all attendees.



1 Pavillon de l'île - 480 D'Youville Blvd., Châteauguay J6J 5T9
Pavillon de l'île room | Desjardins rooms



2 Centre culturel Georges P.-Vanier - 15 Maple Blvd., Châteauguay J6J 3P7
Jean-Pierre-Houde room | Frontenac room | Lanoue room | Galerie La Seigneurie | Service counter | Ticket office | Vie citoyenne



3 Maison LePailleur and Espace Gravel – 54 Salaberry Sud Blvd., Châteauguay J6J 4J3

The Maison LePailleur and the Espace Gravel site is managed by the Société du Musée du Grand Châteauguay. To lease space, please contact the organization directly 450 698-3193.



**4 École Modèle
1 Richard Square, Châteauguay J6K 5J9**
Multipurpose room



5 Agora – 75 Maple Blvd., Châteauguay J6J 3P9
Outside space | Agora Foyer | Ross-Hill room



6 Library – 25 Maple Blvd., Châteauguay J6J 3P7
Multipurpose room





THEATRES

4.1 RESERVATION PERIODS

For **hall reservations from July to December, it is possible to book starting on April 15 of the same year.** For reservations **from January to June, the reservation period begins on October 15 of the previous year.** These fixed periods allow the City to first reserve these sites for its own activities and events. No reservation is automatically renewed from one year to the next.

In the case where a number of requests for reservations are made at the same time for the same location, the City will comply with the order of priority (indicated in section 2.2 of this document).

4.2 CAPACITY AND TYPE OF CONFIGURATION

Jean-Pierre-Houde room:

- 211 fixed Italian-style seats



Pavillon de l'île room:

- 392 Italian-style seats on stands (retractable bleachers)



Pavillon de l'île room:

- 200 Cabaret-style seats (without bleachers)



- 120 banquet-style seats (without bleachers)



- 600 people standing (without bleachers and without seats)

Some arrangements and/or particular configurations may result in additional costs when additional work is required by employees.

4.3 RATES

Hours of use are calculated from the time the lessee enters the building until the lessee leaves the premises. Fees for setting-up and dismantling will be added as needed.

For a show, there must be a minimum of **four hours of set-up.**

A showcall includes the staff from one hour before the start and until the end of the show when the curtain comes down.

The hourly rate is increased by 50% at night, between 2:00 a.m. and 8:00 a.m.;

The hourly rate is increased by 50% after five consecutive hours of work, without a meal break.

According to the needs analysis and/or the condition in which a hall is left, the City reserves the right to add service charges to the client: \$55/hour janitorial fees may be added depending on the condition in which the room is left.

4.3.1 RATES FOR THE JEAN-PIERRE-HOUDE ROOM

Lessee	Room
Recognized organization	\$55 / hour
Châteauguay resident	\$63 / hour
Private citizen (company)	\$71.50 / hour
Recognized cultural organization (rehearsal)	\$14.50 / hour
Showcall	\$226.25 per show
Meal breaks	\$15 per employee

A showcall at the **Jean-Pierre-Houde room** includes, as a minimum, one technical coordinator – stage and one stage technician. For each employee added to the showcall, charges of \$103 will be added.

The addition of a stage technician is mandatory, in the **Jean-Pierre-Houde room**, when equipment must be moved on the stage, during a show.



4.3.2 RATES AT THE PAVILLON DE L'ÎLE ROOM

Lessee	Large room	Lobby
Recognized organization	\$79.50 / hour	\$55 / h
Châteauguay resident	\$92 / hour	\$65 / h
Private citizen (company)	\$103.50 / hour	\$70 / h
Show call	\$329.25 per show	n/a
Meal break	\$15 per employee	\$15 / per employee

A showcall for the **Pavillon de l'île room** includes, as a minimum, one technical coordinator – stage and two stage technicians. For each employee added to the showcall, expenses of \$103 will be charged.

The **Pavillon de l'île foyer** may be leased for a minimum of four hours and includes a single technician.

In the case of the rental of the **Pavillon de l'île room**, for a banquet, if the City's tablecloths are used, cleaning expenses of \$6.50 per tablecloth will be charged.

When the event takes place outside the normal business hours of the **Pavillon de l'île**, the services of an attendant are required to supervise the premises and will be charged to the lessee at \$19/hour.



4.4

PRIVATE BOXES,

foyer and other facilities in the Jean-Pierre-Houde room

4.4.1 PRIVATE BOXES

The rental includes two private boxes having a maximum capacity of a total of 12 people.

Box A includes: two sinks, one toilet, one standard refrigerator, one mobile clothes track for costumes, one large mirror over the sinks, one clothes steamer, one coffee maker, one table, four high stools, and one two-seater sofa.

Box B includes: one sink, one toilet, one mini-refrigerator, one mirror over the sink, one washing machine and one dryer.



4.4.2 FOYER

With ten cabaret-type tables and approximately 40 chairs, the room's foyer can accommodate 40 people sitting and 65 people standing. This location is equipped with one beer refrigerator that can also be used as a bar. The foyer also has one vending machine for coffee. This space is included with the rental of the Jean-Pierre-Houde room and cannot be rented separately.

4.4.3 GALERIE LA SEIGNEURIE



Galerie La Seigneurie presents exhibitions throughout the year. The space is normally accessible (with some exceptions) as it leads to the Vie citoyenne service counter | ticket office, the Frontenac and Lanoue rooms and the washrooms for persons with reduced mobility.



4.4.4 PIANO

If a piano is required, the lessee must request it at the time of the reservation. The piano must be tuned at your expense. You can hire the piano tuner you prefer. Upon request, the City may provide you with a list of its regular tuners, but the lessee is entirely responsible for contacting them and making arrangements. The lessee will only have to inform the Technical Coordinator – Stage of the time of the piano tuner's visit so the City can provide access to the instrument. An upright and a grand piano are only available in the Jean-Pierre-Houde room.

Using the piano

Recognized organization	FREE
Châteauguay resident	\$25
Private	\$50

4.5

PRIVATE BOXES,

foyer and other facilities in the Pavillon de l'île room

4.5.1 BOXES

Rental includes two adjacent boxes, which may be separated by a sliding door for a maximum capacity of 15 people, and six sinks, one toilet, large mirrors, one standard refrigerator, one shower and one permanent clothes rack for coats and costumes.



4.5.2 FOYER

Unlike the Jean-Pierre-Houde room's foyer, this space can be leased independently from the theatre, but only outside the Café de l'île's business hours. The foyer is automatically reserved at no extra charge by leasing the theatre. The capacity of the space is 160 people, and it is a venue that is suitable for cocktail receptions, lunches and press conferences. It is also possible to add a small stage with equipment to accommodate from two to three musicians, one lectern and one sound system. Tables and chairs that are part of the current layout are included with the rental of the

foyer. Remember that the foyer of the Pavillon de l'île is a public place during the business hours of the Café de l'île. It is therefore impossible to restrict access unless it is after business hours.



4.5.3 DESJARDINS ROOMS

The Desjardins rooms may be reserved as additional rooms with the theatre. The lessee must request them when booking. The rooms cannot be booked without the theatre.



4.5.4 KITCHEN

The kitchen adjacent to the theatre can be reserved to facilitate preparation by the caterer hired by the lessee. However, the caterer must be certified by the MAPAQ.



4.6

LOGISTICS

of schedules, breaks and meals

The lessee must send the **technical coordinator - stage** the schedule for using the room at least two weeks before the event.

A 15-minute break is mandatory for the entire technical team for every four hour period.

Meal times should be taken between the fourth and fifth consecutive hours of work.

The hourly rate paid will be increased by 50% after the fifth consecutive hour of work without a meal.

If a one-hour meal break that is written in the contract is not complied with, a penalty of \$100 per hour that the meal is not complied with will be automatically charged.

The technicians for the showcall must work from one hour before the beginning of the show until the end (when the curtain comes down). The one-hour meal break must be taken two hours before the beginning of the show.

During meal breaks, since technicians are not present, the stage will not be accessible to anyone unless an agreement is reached in advance with a **technical coordinator - stage**.

If the stage technician has less than one full hour for his meal, fees of \$15 will be added by employee.

4.7 PRINTING OF TICKETS

Jean-Pierre-Houde Theatre (211 tickets):

\$35 per representation.

Pavillon de l'île room (392 tickets):

\$65 per representation

Other option: \$0.20 per ticket.



For recognized cultural organizations whose mission is to produce shows, printing is free for two events per year. The printing of tickets is offered "general admission" only (without assigned seats). For the printing of tickets, please calculate two weeks for processing time after you submit your request. For recognized organizations, it is possible to leave your tickets on consignment with the service counter of the Centre culturel G.-P.-Vanier. The sale will be for cash and a "consignment contract" must be duly completed.

PLEASE TAKE NOTE

The Web Ovation ticket office is reserved in the professional programming for the Ville de Châteauguay (Château Scènes) and is not a service offered to lessees.



4.8

BAR

service

The Ville de Châteauguay is the sole operator of the cloakrooms, bars and the restaurant on the leased premises. The City holds a permit from the Régie des alcools, des courses et des jeux (RACJ).

By law, all alcoholic beverages must come from the Pavillon de l'île bar or the Centre culturel G.-P.-Vanier bar, whether it is for the audience, production managers or artists who are in the private boxes.

In accordance with the RACJ regulations respecting licence holders, **lessees are not allowed to bring any drinks whatsoever, be it alcoholic or not, into the theatres, including the foyers and the private boxes.**

4.8.1 BAR MANAGEMENT

Bar service is free on request. The bar service must be requested at least two to three weeks before the event.

Bar service includes a minimum of one employee at the Centre culturel Georges-P.-Vanier and two employees at the Pavillon de l'île. If the lessee requests additional employees, the services of each additional employee will be charged at the rate of \$19 per hour.



4.8.2 PURCHASE OF ALCOHOL

For the purchase of alcohol by the lessee, but without bar service, the order must be submitted to the City, at least three to four weeks before the event. The **City will purchase** the alcohol which will then be invoiced to the lessee.

For recognized organizations:

cost plus 20%

For residents:

cost plus 30%

For the private sector:

cost plus 40%



4.9

HEALTH

and safety

The lessee and the Ville de Châteauguay are committed to taking the necessary measures to protect the health and safety of people working on the installation of scenery for shows and to comply with the occupational health and safety rules in force.

4.9.1 PROTECTIVE EQUIPMENT

In particular, during setting up and dismantling shifts, the parties undertake to ensure that all persons (employees, volunteers, etc.) under their respective responsibilities use personal protective equipment (steel-toe boots, ear plugs, helmets and glasses, etc.) when necessary.

4.9.2 LIFTING PLATFORM

Only stage technicians from the Ville de Châteauguay can use the lifting platform, stepladders and ladders.

A stage technician on the ground must secure the safety of the area.

4.9.3 WORK ON THE WALKWAYS

No representative of the lessee is authorized to have access to the walkways or work at heights.

4.9.4 WORK ON MESH MOTORS

Only trained Ville de Châteauguay employees are authorized to control motors for scenery.

Only stage technicians from the Ville de Châteauguay can order the movement of structures.

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HOURLY RATES

of staff



Stage technical staff (**technical coordinator - stage and stage technician**) must be paid for a minimum period of four (4) hours per shift per employee. For other positions, the minimum time paid is three hours.

Technical Coordinator – stage:

Hourly rate: \$30.50

Stage technician:

Hourly rate: \$24.50

Showcall rate:

\$226.25 by show (include 1 coordinator + 1 technician)

\$103 per additional technician

The **show rate** is in force during the show. The rate includes materials handling one hour before the show until the end of the show (when the curtain falls).

Activities attendant	\$19/hour (hospitality, bar, ticket office)
Usher-supervisor	\$25/hour
Usher-janitor	\$55/hour



TECHNICAL SERVICES

outside the theatres

Exceptionally, the City offers technical services outside the theatres and the Agora. These services are only available to recognized organizations and school boards in the Ville de Châteauguay region.

6.1 STAGE EQUIPMENT (SCENERY)

These resources are only available to recognized organizations and under agreements with the New Frontiers and Grandes Seigneuries school boards.

No equipment rental fees will be charged for an event organized by a recognized organization, according to the number of events provided for in the Politique de reconnaissance et de soutien aux organismes [Policy of recognition and support for organizations] and taking place in the City.

Audiovisual equipment may be operated only by a stage technician from the City, and the installation and setting up can be invoiced as required.

Conference kit: 2 speakers, 1 amplifier, 1 console, 1 microphone and cables - \$165/day

Show kit No.1: 4 speakers, 2 monitors, 1 console, 10 microphones and cables - \$420/day

Show kit No.2: 6 speakers, 4 monitors, 1 console, 40 inputs with rack, 15 microphones, electric and cables - \$670/day



6.2 MOBILE STAGE

The mobile stage must be operated by the City's employees (minimum period of four hours of work). The use of the generator is included in the rate.

Recognized organization: Free

Private resident: \$520/day

Labour is not included. It will be added to the invoice.

Dimensions

Depth 16 feet (8 feet inside the covered trailer and 8 feet outside)

Width 19 feet and 1/2 (+ 4 feet the right side of the wings)

Height 9 feet (from the floor to the top of the stage frame)



7

AGORA

The Agora is a former arena converted to a semi-outdoor space. The large space for activities, the former skating rink and its bleachers are open toward the outside on two sides. This allows us to hold large meetings while being sheltered from the weather.

In the winter, the City builds a skating rink there (approximately from mid-December to mid-March). The temperature must allow it, however, because the slab is no longer refrigerated.

It is also possible to have access to the foyer, the ground floor washrooms and the Ross-Hill room on the second floor. A lessee which holds an activity that only requires access to the foyer and washroom must not pay for the rental fees below, which include the supervision of the premises and minimum maintenance. As soon as there are technical demands requiring the opening of the electrical room, the addition of a minimum of one stage from the City is mandatory. The hourly rates of the stage technician are set out in point 5 of this document.

7.1 PRICING

Access to the Agora (outdoor slab) is free.

Access to the Agora's foyer and washrooms (including an attendant):

Recognized organization	\$25/hr.
Resident	\$28/hr.
Private resident	\$55/hr.



Since the rates include only one attendant, additional employees may be added to the invoice, if necessary.

For the Ross-Hill room, see the rates in point 8.1 (Meeting rooms).

7.2 Washrooms

The Agora's ground floor foyer leads to the large washrooms (one room for men and one for women) with many toilets and sinks. These facilities are sufficient for large events. On the second floor, there is a small washroom with a sink and toilet adjacent to the Ross-Hill room.





MEETING

rooms

Rooms available for activities, such as meetings, courses, workshops, training and conferences. These rooms are not leased for parties, celebrations, office parties, etc.

8.1 PRICING

For an recognized organization \$14/hr. | **For a private citizen** \$55/hr.

This service is free for board and annual board meetings of recognized organizations.

Janitor's fees may be added depending on the condition of the room after the meeting.

8.2 SPECIFIC FEATURES OF ROOMS

FRONTENAC ROOM

of the Centre culturel Georges P.-Vanier – 15, Maple Blvd.

Capacity: 25 seats with tables

Equipment: 25 chairs, 6 tables, 42-inch television, 1 whiteboard for non-permanent felt pens

Universal access: Yes



LANOUE ROOM

in the Centre culturel Georges P.-Vanier – 15, Maple Blvd.

Capacity: 30 seats with tables

Equipment: 25 chairs, 7 tables, 42-inch television, 1 whiteboard for non-permanent felt pens

Universal access: Yes



ROSS-HILL ROOM

in the Agora – 75, Maple Blvd.

Capacity : Seating for 60 people

Equipment: 50 chairs, 12 tables, 60-inch television, 1 whiteboard for non-permanent felt pens

Universal access: No

Small washroom (adjacent): for one person.



Ross-Hill Room

MULTIPURPOSE ROOM IN THE LIBRARY

25, Maple Blvd.

Capacity: seating for 48 people

Equipment: 40 chaises, 10 tables, a 65-inch television, 1 screen, 1 projector

Universal access: Yes



MULTIPURPOSE ROOM IN ÉCOLE MODÈLE

1, Richard Square

Built between 1913 and 1915, this old school offers an interesting place to meet on the ground floor.

Capacité : 74 persons / seating for 40 people

Equipment: 40 chairs, 8 tables, 42-inch television, 1 whiteboard for non-permanent felt pens

Universal access: 50%



FOYER DE L'AGORA

75, Maple Blvd.

Capacity : 157 persons / seating for 100 people

Équipements : 100 chairs, 15 tables, white board, television.

Universal access: Yes (but without an automatic door)

Toilet accessible on the same floor

See picture p. 15



SPORTPLEX

The Sportplex is part of the first phase of the sports and recreation infrastructure project of the intermunicipal board Sports and Recreation Beau-Château, made up of the towns of Châteauguay and Beauharnois. This complex, which includes a synthetic grass surface, a multi-level gymnasium and several rooms, is intended for the practice of various sports and recreational disciplines such as soccer, football, baseball, badminton, dance, etc.

The infrastructures are managed by the Régie Sports and Recreation Beau-Château.

For all rentals, it is necessary to communicate directly to Sportplex at 450.692-8910 ext. 105 / info@beauchateau.ca.

For the Sports trays only contact the coordinator directly at 450-692-8910 ext. 216



PRICING

High season (October 1st to april 14th)
Low season (June 3rd to September 1st)

		High season	Low season
Multi-Purpose Room (Full) (11,6 m x 12,4 m)	Base Rate	\$51/h	\$46,92/h
	Young Adults 3 hr + Member City, Sport-Study, schools, long-term contract	\$42,84/h	\$39,41/h
		\$32,78/h	\$30,16/h
Multi-purpose Room (half) (5,8 m x 12,4 m) « Proshop » room (6 m x 12 m)	Basic rate	\$32/h	\$29,44/h
	Young adults 3hrs + Member city, sport-study, schools, long-term contract	\$26,88/h	\$24,73/h
		\$20,57/h	\$18,92/h
Room 1 and Room (5,5 m x 6 m) Hall « Halte » (4,5 m x 6 m)	Basic Rate	\$27/h	\$24,84/h
	Young Adults 3 pm + Member City, sport-study, schools, long-term contract	\$22,68/h	\$20,87/h
		\$17,36/h	\$15,97/h



Multi-purpose Room



Multi-purpose Room Half



Room 1



Room 2



Synthetic



Gymnases

10

MAISON LEPAILLEUR

and espace Gravel

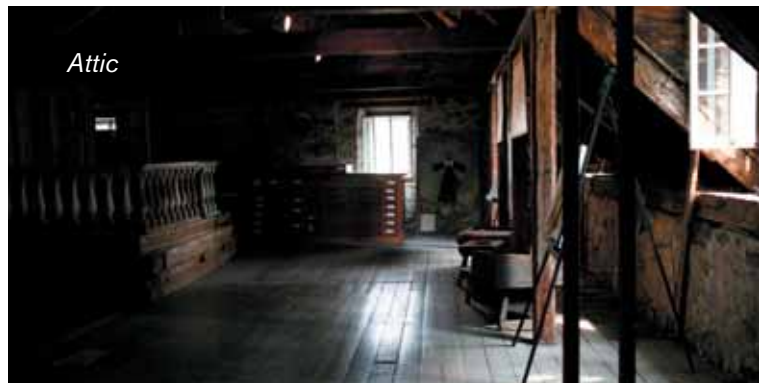
Built in 1792, Maison LePailleur, located at 54 Salaberry Sud Blvd. in Châteauguay and owned by the Ville de Châteauguay, is a museum. Espace Gravel, originally called Maison Gravel and built in 1842, was converted into a public space in 2016. This venue is suitable for types of activities such as exhibitions and private concerts.

The area outside, which is a good size, called Domaine LePailleur, is also a theatre for many outdoor events. The sites are managed by the Société du Musée du Grand Châteauguay (450 698-3193 info@smgc.qc.ca). You must contact the organization directly about the spaces available for rental.

10.1 MAISON LEPAILLEUR

Ideal for groups of 15 to 60 people;
60 chairs and many tables;
One projector available on site.

10.2 ESPACE GRAVEL



10.3 DOMAINE LEPAILLEUR





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JANUARY 2019