

# Children's Peace Theatre

## Use of Space Information Package



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Toronto, ON Canada  
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[www.childrenspeacetheatre.org](http://www.childrenspeacetheatre.org)

### Contents

Our Space  
Frequently Asked Questions  
Use of Space Policy  
Map To CPT

### *Creating a Culture of Peace*

**Children's Peace Theatre uses the arts and artistic creativity as critical tools for personal and social transformation. Our mandate is to co-create a culture of peace using an arts based, intergenerational and holistic approach that cultivates ecological, social and spiritual resilience in individuals and communities.**



## OUR SPACE

*Thank you for your interest in using our space!*

All our rentals go towards creating child and youth arts programs that build a culture of peace and innovation, strengthening communities of young change makers focused on ecological, social and spiritual resilience.

**Fill out the [Rental Request Form](#) to get started and receive a personalized quote for your space needs.**

Children's Peace Theatre occupies the Massey Goulding Estate, a 5,000 square foot heritage home in Taylor Creek Park in Toronto's east end. It is a peaceful setting – a taste of the country for urban Toronto.

The distinctive house and grounds are an excellent choice for retreats and meetings, weddings, parties, rehearsals, workshops and other activities.

The Children's Peace Theatre and Outdoor Amphitheatre are available for both private and community use. We look forward to sharing our beautiful space with you!

Charming historic house and grounds / Beautiful scenery / Convenient location / TTC accessible / Several meeting places within the building / Fully equipped kitchen / Open to external Catering / Reasonably priced / Free parking available

For further information on using our space, please contact our Facilities Manager:

Phone: 416-752-1550 ext 1

Email: [facilities@childrenspeacetheatre.org](mailto:facilities@childrenspeacetheatre.org)





## FREQUENTLY ASKED QUESTIONS

### *What spaces are available?*

#### Ground Floor

**The Great Hall** (30 ft x 21 ft with a 6 ft x 10 ft windowed alcove) is the largest room on the ground floor. It has double doors opening onto a covered patio, the grounds and the amphitheatre.

**The Amphitheatre** is an outdoor theatre behind the house. It seats up to 200 plus and has outlets for sound system connection.

**The Dining Room** (15ft X 17ft) is located between the Great Hall and the Meditation Room. It is often used to set up food or as a secondary room to the Great Hall.

**The Meditation Room** is the smallest room on the ground floor (14ft x 11ft) with two walls of windows.

The large **Kitchen** is equipped with a full commercial stove, industrial sink, and two large pantry fridges, perfect for catering.

There are two bathrooms on the ground floor.

The **Outdoor Grounds** are embedded in the heart of Taylor Creek Park, a lush green forest with a thriving river ecosystem of singing birds, curious groundhogs and rabbits, and timid deer. There is plenty of sun and shady trees, forest trails, and we are completely hidden, making our grounds a charming and memorable retreat space.

#### Upper Floor

The **Creative Studio Room** (21ft x 17ft) is available to be booked separately or in conjunction with the ground floor. It can be used as a creative workspace.

The **Music Studio** is a relatively new addition to the house! It is fully equipped with basic recording equipment. We are currently developing our processes for professional and emerging artists to access our studio. Contact us for more info!

There are two bathrooms on the upper level.

#### Lower Floor

The **Youth Art Space (YAS)** is a comfortable and cozy large room, set up with couches, rugs and bean bag chairs. This space works well for intimate settings, creative work sessions or can be booked in conjunction with the main floor as an additional space.

### ***What is the suggested capacity of each space?***

Great Hall: 100 standing; 50-75 for a presentation;; 50 at dining tables  
Dining Room: 40 standing; 20-30 for a presentation; 30 at dining tables  
Entire Ground Floor: 140 standing; 80 at dining tables  
Amphitheatre: 300 seated  
Meditation Room: Optimal for groups of about 10 ;  
Youth Art Space: Optimal for groups of 15-20; casual and comfortable  
Creative Studio Room: Optimal for groups of 15-20; casual and comfortable

### ***What is the process for renting space?***

The first step is to visit our website, read our info package and fill out the online [Rental Request Form](#). Our staff will contact you to discuss further details, quotes, and book an appointment to tour the space. Please call us at 416 752 1550 ext 1 or email us at [facilities@childrenspeacetheatre.org](mailto:facilities@childrenspeacetheatre.org) with any questions.

### ***What is the payment process?***

To book the space on your chosen date, a Booking Deposit must be paid equal to 50% of the Total Use of Space Fee plus 100% of the Cleaning/Damage Deposit. The remaining 50% of the Use of Space Fee is to be paid 4 weeks prior to your event.

### ***Are the grounds and Amphitheatre available for rent?***

Yes

### ***Are there any time restrictions?***

Amplified outdoor noise must end at 11:00 pm, the building must be empty and locked up by 1am.

### ***What household items are available for use?***

Furniture: Over 70 chairs; 2 small round tables, 13 long rectangular tables; 27 outdoor plastic chairs; 2 picnic tables; piano; couches, fridge, stove, 2 ovens, toaster oven, coffee urn, microwave, coffee maker, dishwasher, plates, cutlery, utensils, mugs, cups, glasses, serving trays  
Other: Hand towels, soap and toilet paper provided

### ***What is the policy on liquor consumption or sale?***

Liquor may be served or sold. Renters are responsible for the safety and sobriety of their guests. Renters must apply for a Special Occasion Permit from the LCBO and sign and abide by CPT's Liquor Policy.

### ***Do you cater or have catering options?***

We do not provide catering options but can suggest local food vendors if requested.

### ***Do you offer community rates?***

We do not offer community rates at CPT. We do offer Partnership Rates for groups whose work fits with the kind of vision CPT is aiming to support and strengthen. We particularly look to support marginalized voices, youth-led initiatives, low budget projects, and events that are non-profit and serve the larger community. To discuss possibilities and criteria of Partnership, please contact us.



## USE OF SPACE POLICY

**Everyone using space at the Children's Peace Theatre is expected to be respectful of our mission and of the heritage of the building and Land. As part of our mission to build ecological, social and spiritual resilience in our communities, we ask that Renters find creative ways to reduce their ecological impact when using our space. For more information and tips, see CPT's Land Commitment below.**

### **Use of Space Fee**

The Use of Space Fee is the cost to rent the space at CPT. Renters have the option to pay for additional services that CPT provides. Fill out the [Rental Request Form](#) to receive your personalized quote.

### **Membership Fee**

The Membership Fee is paid at the time of the first booking per annum. This fee grants membership holders special benefits that are outlined online under [Become A Member](#).

### **Security Fee**

This cost is included for events that involve the serving or selling of alcohol, or for events expecting over 50 guests. Children's Peace Theatre will provide security personnel with the contract holder responsible for the cost. The Security cost is \$25.00 per hour per Security personnel, depending on number of guests.

### ***Other Services Children's Peace Theatre Can Provide***

*Children's Peace Theatre can provide the following services for a fee if requested:*

- 1. Use of the Kitchen pantry fridges, access to the commercial stove and basic Kitchen utensils.*
- 2. Use of the Sound System.*
- 3. Children's Peace Theatre can provide post event cleaning services. This must be arranged prior to the event in order not to lose the cleaning/damage deposit.*

### **Payments**

Children's Peace Theatre will accept payments via cheque, cash or e-transfers. Children's Peace Theatre does not accept any credit card payment. The Booking Deposit is to secure the date and time of the event which is equal to 50% of the Total Use of Space Fee plus a \$200 Cleaning/Damage Deposit for events without alcohol or \$300 for events with alcohol. The Booking Deposit is payable to Children's Peace Theatre the date the contract is signed (or up to 4 days after). The remaining balance is due 4 weeks prior to the event date.

### **Refundable Cleaning/Damage Deposit**

This deposit is standard across all bookings. Any refundable Cleaning/Damage deposit will be returned within 2 weeks after the event to the contract holder upon meeting the cleaning and closing requirements listed in the Inventory Checklist. In the event that loss or damages occur, or there is additional cleaning of the space left for CPT staff members, the deposit will be used towards these costs. If damages exceed the security deposit, Children's Peace Theatre will bill the contract signee for damage and loss. **Please be sure to fill out, sign and return the Inventory Checklist at the closing of your event. Please note that the charge for leaving CPT unlocked is \$50.00.** If you have trouble locking the doors, call the numbers on the Emergency Contact List.

### **Cancellation/Rebooking Fees**

In the event that the renter cancels the event, written notice (e-mail notice) must be provided to Children's Peace Theatre. A cancellation fee will be charged to the renter as follows:

<b>Proximity to Event Date</b>	<b>Cancellation Fee</b>	<b>Rebooking Fee</b>
12 Weeks	Full Refund	No Charge
5-6 Weeks	25% of Total Use of Space Fee	No Charge
4 Weeks	50% of Total Use of Space Fee	No Charge
3 Weeks	75% of Total Use of Space Fee	15% Fee
2 Weeks	100% of Total Use of Space Fee	25% Fee

**Children's Peace Theatre is not responsible for reimbursing weather-related cancellations. In these cases the rebooking fee will be waived and support will be provided to rebook your event.**

### **Accessibility**

We are committed to making our space safe and accessible to all. As this is a largely outdoor space, allergens and insect stings may be a concern. Currently there are also some mobility challenges in accessing the space. Our Build Committee is working with the City of Toronto to create an accessible entrance and washroom that ensures community members with mobility needs can participate in the only youth designated cultural space in our community. Email us for more information on accessibility or to donate to our ramp projects.

### **CPT's Land Commitment**

As part of our mission to build ecological, social and spiritual resilience in our communities, we ask that Renters follow the guidelines below and find creative ways to reduce their impact on the Land when using our space.

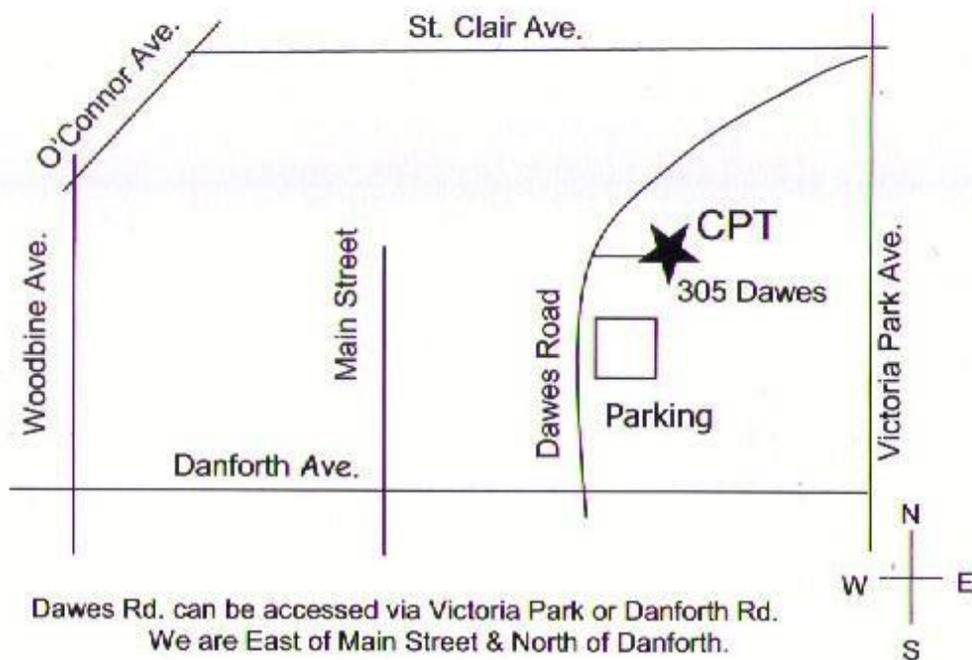
- Refrain from using plastic cutlery, dishware, cups and bottles at your event. Ask us what equipment we have available for you to use!
- Use our recycle bins and green bins to separate and reduce the waste from your event.
- Leave no trace! Do a walk-through of the grounds after your event and pick up any litter left behind. This includes removing signage and decorations from the forest and driveway.
- If there are smokers at your event, provide butt-out containers outside and request that they are mindful to use them. Check that cigarette butts are not left behind before you go.
- Get creative!

Have suggestions? We'd love to hear them! Help us build our Land Commitment.



## MAP TO CHILDREN'S PEACE THEATRE 305 DAWES ROAD

**\*\*Signage for the Children's Peace Theatre is limited and may not be visible until within a few meters of the driveway. If you are driving, use the crosswalk just north of Crescent Town Rd. as a landmark for the house – be ready to make a turn just after that crosswalk.\*\***



Call **416-752-1550** if you need precise directions  
[www.childrenspeacetheatre.org](http://www.childrenspeacetheatre.org)

Please note that the house is not visible from Dawes Road. It is surrounded by woods...and there is a long, hilly driveway leading up to it. There is a sign at the street-end of the driveway, saying *Hannon-Shields Centre for Leadership and Peace, Home of Children's Peace Theatre*.

### **Parking Information**

The map shows a parking lot south of CPT that we use for events. If you are coming alone or in a small group, there is parking right outside the house.

### **TTC Access**

From Main Street Subway Station, take the Dawes Road # 23 bus to the Park Vista stop, and walk North (in the direction the bus was going, past the crosswalk) to the CPT driveway on your right hand side (where the sidewalk ends).