

# Beaverbrook Community Centre – Rental Guide

Monday, November 04, 2019

The Beaverbrook Community Centre has a number of rooms and halls available for booking.

This document provides information on

- Step-by-step instructions on booking facilities at the Beaverbrook Community Centre
- What facilities and resources are available within the centre
- How to check for availability
- Rental rates
- Where to find
  - ◇ General terms and conditions
  - ◇ Specific terms and conditions
  - ◇ Planning guides
  - ◇ An application form

To inquire about booking space, contact the community centre coordinator by:

- Email : [communitycentercoordinator@kanatabeaverbrook.ca](mailto:communitycentercoordinator@kanatabeaverbrook.ca)
- Phone: (613) 592-4435 and leave a message

## Step by Step

- Assess what type and size of room or facility you need. Room sizes and types are included below.
- Determine how many people, what kind of activity (meeting, birthday, martial arts) the days/dates and start and end times you require.

- Check room availability. See our online Calendar. “*How to Use the Calendar*” may be found later in this document.
- Determine the cost per hour. See *Rental Rates* later in this document
- Download the application form (MS Word and PDF versions available.)
  - ◇ Fill it in and email it to the Coordinator at [communitycentercoordinator@kanatabeaverbrook.ca](mailto:communitycentercoordinator@kanatabeaverbrook.ca) or
  - ◇ Print, fill in, sign and mail it to the address below, or drop off in the mailbox outside the office on the second floor of the centre. Note: the centre is not staffed full time, and is only open when a programme is underway. Therefore access to the centre is not always available for drop-off.
- Determine your insurance needs. You will need general liability insurance – minimum \$1,000,000.
  - ◇ If your organization has liability insurance, then we shall need a “Summary of Insurance”/“Insurance Certificate” stating that you have the required insurance and when it expires.
  - ◇ If you do not have insurance, the information you provide on your Application Form will allow us to quote a price using the City of Ottawa User Group Liability Program. Ensure you indicate whether your event will serve alcohol.
- We will then quote you a rental and insurance cost. If you accept, you will receive an invoice prior to your event, or in the month prior if you are have multiple bookings over several weeks or months.
  - ◇ Cheques are payable to:
 

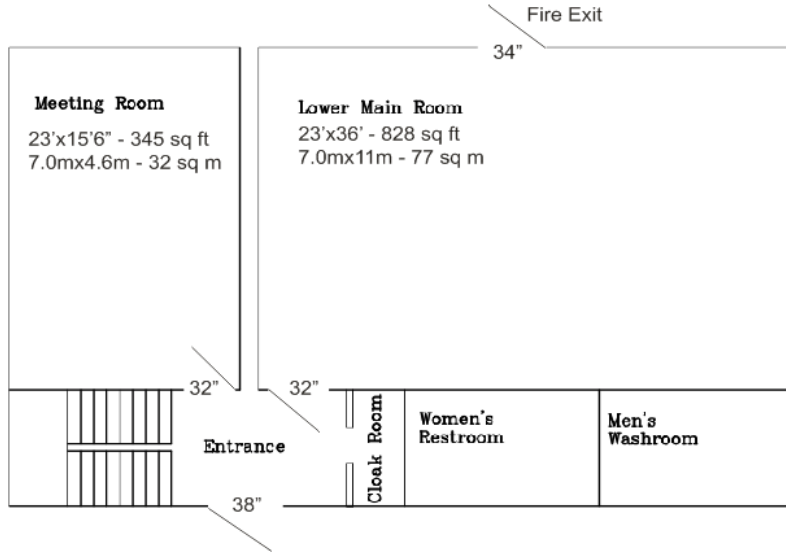
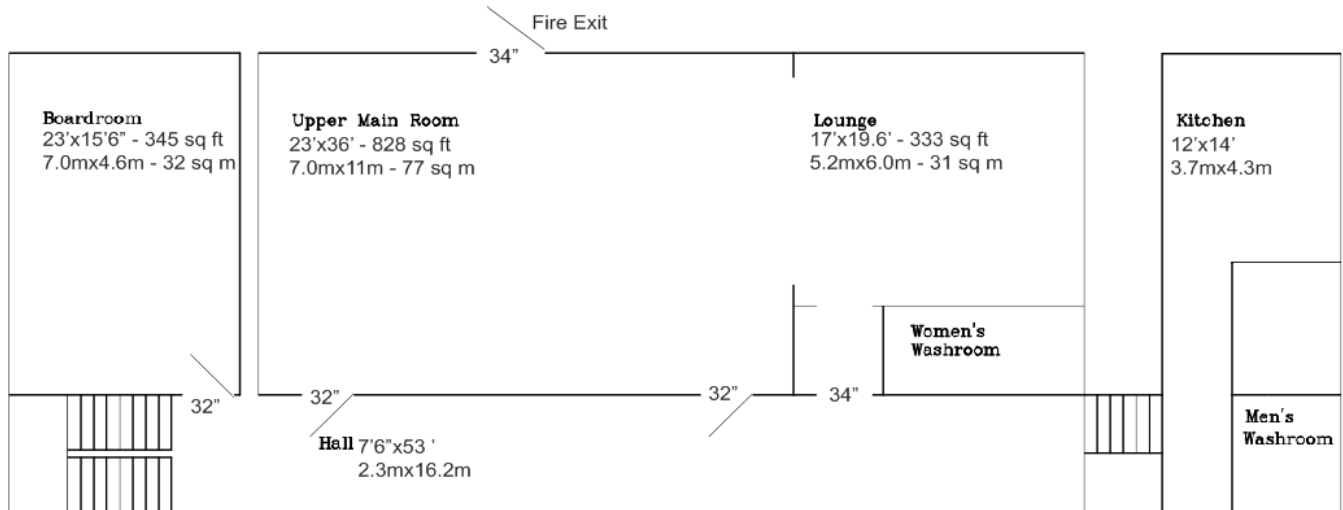
*Kanata Beaverbrook Community Association*
  - ◇ Mail rental cheques to the following address. Please include a copy of your application form:
 

Kanata Beaverbrook Community Association  
106 - 2 Beaverbrook Rd.  
Ottawa, ON, K2K 1L1
  - ◇ Alternatively, they can be left in the DropBox on the second floor of the Community Centre outside the Business Office.
  - ◇ E-transfers are also accepted.
  - ◇ Insurance premiums, where indicated, are invoiced separately, and should be forwarded to our bookkeeper at the same time as rental payments. Our bookkeeper will submit the requisite paperwork with payment directly to the City.
- Steps are now complete. You will be given the codes for entry to the building when you are invoiced.

*PLEASE NOTE; The Community Centre is only open when at least one group is using the facility. While there may be a KBCA staffer in the Centre at times during the week, do not count on being able to drop in or that the Centre will be unlocked at the time of your event.*

## Facilities – Size and Dimensions

### Facilities – Size and Dimensions



Room	Capacity	Comment
2nd Floor Board Room	10	Seated at board room table
	20	Seated at board room table + chairs against wall
2nd floor Lounge	10-25	Standing
	10-25	Sitting (random)
2nd floor/Upper Main Room	40-90	Standing
	40-90	Sitting (theatre style)
1st floor/Lower Main Room	40-90	Standing

**Notes:**

- The lower end of capacity is based on an “active” event that includes active children (e.g. Family night event), where the upper end of capacity is based on either standing adults (wine and cheese) or a seated audience (e.g. annual meeting, religious service).
- Capacity is substantially less for activities like Yoga, Dance lessons, Exercise classes where it is expected that the Rental Client has their own guidelines for room size vs. event type capacity.

## Facility Availability

Availability of a given room or hall can be checked via the bookings page at:

<http://www.kanatabeaverbrook.ca/joomla16/index.php/community-centre>

This page includes a calendar of existing bookings by room.

By default the calendar shows the current week of activities and shows the bookings for all rooms, with each current booking colour coded by room.

Any time slot that is not marked with “busy” is available for booking.

You can change the display as follows:

- Show only the rooms of interest

In the top right hand corner of the calendar, there is a down arrow (small red circle). If clicked it will drop down a list of the rooms that are shown on the Calendar:

**Beaverbrook Community Center Bookings**

Today ◀ ▶ Sep 21 – 27, 2014 Print Week Month Agenda

	Sun 9/21	Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25
11am				busy	
12pm	12p - 4p busy	12:30p 12:30p busy busy			12:30p - 3:30p busy
1pm	1p - 2p				

- 1st Floor - Main Room
- 1st Floor - Meeting Room
- 2nd Floor - Boardroom
- 2nd Floor - Kitchen
- 2nd Floor - Lounge
- 2nd Floor - Main Room

By clicking on the check box to the left of each room, you can include/exclude that room from displaying in the calendar. Note that the colour of the room name (e.g. 1<sup>st</sup> Floor Main Room) matches the colour of the scheduled blocks in the schedule.

You can also change which week you are looking at by clicking on the right and left arrows next to the date ◀ ▶ Sep 21 – 27, 2014

You can also change the view from week (shown above) or by month or agenda

## Room and Hall Features

- Tables
- Chairs

- Wifi (all rooms) The Coordinator can give you the password.
- LCD Projector (rental fee and damage deposit will apply)
- Sound System (rental fee and damage deposit will apply)

### Rental Rates

Rental rates per hour for Beaverbrook Community Centre.

The KBCA does not collect HST. All rates are the “full” cost.

Rental Group	Facility				
	2 <sup>nd</sup> Floor Boardroom	2 <sup>nd</sup> Floor Lounge	Lower Main Room	Upper Main Room	Upper Main Room + Lounge/Kitchen
Not for Profit	\$7	\$7	\$10	\$10	\$12
Private (KBCA Member)	\$20	\$20	\$30	\$30	\$40
Private	\$25	\$25	\$35	\$35	\$45
Commercial	\$30	\$30	\$40	\$40	\$50

A cleaning deposit of \$25.00 is required and will be refunded if the renting party leaves the premises in satisfactory condition.

No rental charge for meetings and/or programs organized by or on behalf of the Community Association.

Rental Group Activity Category	
<b>Not For Profit Activity</b>	An activity that fits with the KBCA mandate run by a non-profit organization for the benefit of the community.  Examples: Pre-School Drop In Center, Scouts, Guides
<b>Private Activity</b>	A not for profit activity for a Private Function  Examples: Birthday Party
<b>Commercial Activity</b>	Activities run by a Business or which charge non-cost recovery fees.  Examples: Real Estate Agent meeting, Yoga classes, etc.



## **Terms and Conditions**

There are terms and conditions which must be met in terms of appropriate uses of the facilities, setup, tear down and clean-up, provisions for food and alcohol on the premises, etc.

## **Event Liability Insurance**

Each Rental Client is responsible for General Liability for their event(s). It is highly recommended that each Rental Client/Organization be insured.

To cover insurance needs, there are a number of options:

- If you have 3<sup>rd</sup> party insurance, the KBCA requires proof of insurance via a Summary Insurance Certificate (which are typically renewed on an annual basis). A minimum of 1,000,000 coverage is required.
- The City of Ottawa provides low cost one-time event through annual coverage for General Liability via the Parks and Recreation Risk Insurance Program (PRCSrisk) also known as the User Group Liability Program (UGLP). The Community Centre Coordinator can provide a quote and details.
- For low-risk events (meetings, religious services, and bridge clubs) you can choose not to have insurance coverage, but this entirely at you or your organization's own risk.

## **For more Information**

The following documents, which can be found on the KBCA Community Centre Bookings page outline conditions, plus considerations in planning your event:

<http://www.kanatabeaverbrook.ca/joomla16/index.php/community-centre>

- Community Centre Rental Guide
- Rental Application form in pdf and Microsoft word
- City of Ottawa
  - ◇ General and Specific Terms and Conditions

“Your Planning Guide For Hosting an Event”