

Beaverbrook Community Centre – Facility Rental Guide

Monday, January 19, 2015

Special Note: **Wheel Chair Accessibility**

At this time, the Beaverbrook Community Centre is not fully Wheel Chair Accessible. There is no elevator or other wheel chair accessible access to the second floor. Access to the 1st/main floor is via a wide entrance door, but there currently is a 1.5” weather lip/threshold which would need assistance to get over. There are currently no Wheel Chair Accessible washrooms in the Community Centre.

There is a renovation project to provide wheel chair accessibility including an elevator, compatible washrooms and other Accessibility features, which is planned for 2015.

Summary

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

This document provides information on

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

To apply for a booking you can do so through the following methods:

- Email: kbca.centre.bookings@gmail.com
- Phone our Booking Coordinator/Manager: (613) 592-4435

Step by Step

- Assess what type and size of room or facility you need at the Community Centre. Room sizes, types and photos are included later in this document.
- Determine how many people, what kind of activity (meeting, birthday, martial arts, ...), the days/dates, start and end times you need the room for and which room.
- To check room availability see our online Calendar – see instructions on how to use it later in this document.
- To determine the cost/hour – see the Rental Rates later in this document

- Download our application form (MS Word and PDF versions available).
 - ◇ Print, fill-in, sign and mail it (mailing address, below)
 - ◇ Fill it on your computer (you'll need Microsoft Word or a word processor that can edit Microsoft Word Documents or you'll need a PDF editor) and email it to KBCA (kbca.centre.bookings@gmail.com)
- Determine your insurance needs. You will need general liability insurance – minimum \$1,000,000.
 - ◇ If your organization has liability insurance already (e.g. Scouts, Guides, ...) then we'll 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 provide us the information in order to quote you a price using the City of Ottawa User Group Liability Program. Ensure you indicate if your event will permit or serve alcohol.
- The KBCA will then quote you a rental and insurance cost. If you accept, you'll need to pay in advance for your event or in advance for the month if you are renting multiple bookings over several weeks or months.
 - ◇ Rental Cheques are payable to:

Kanata Beaverbrook Community Association
 - ◇ Mail rental cheques to the following address, and please include this (application) form:

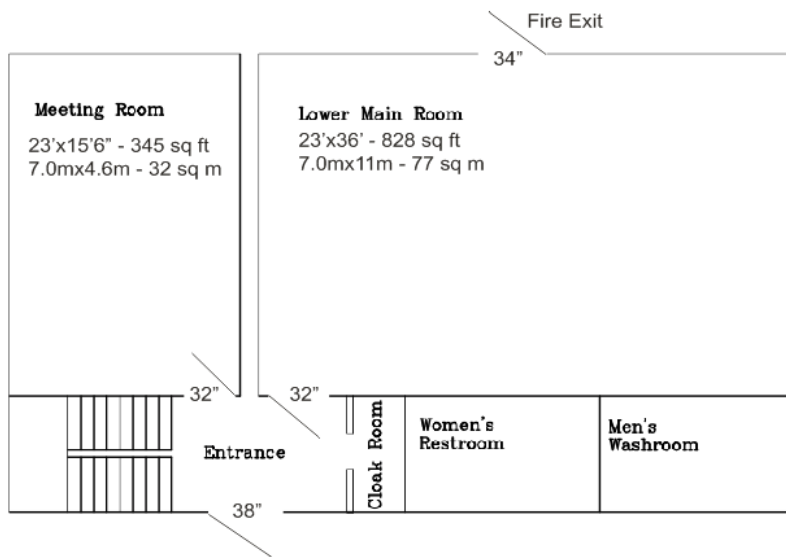
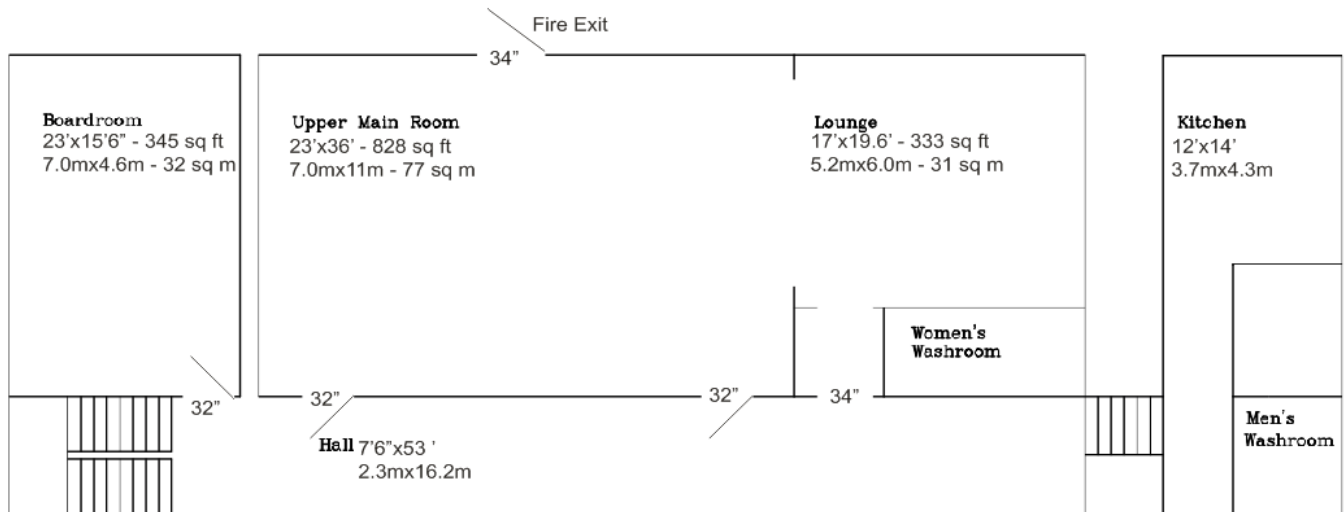
Kanata Beaverbrook Community Association
106 - 2 Beaverbrook Rd.
Ottawa, ON, K2K 1L1
 - ◇ Alternatively, the can be dropped in the DropBox on the second floor of the Community Centre by the Business Office.
 - ◇ Insurance checks, if required are payable to:

Pearson Dunn Insurance Brokers
 - ◇ Mail Insurance cheques to:

Program Risk
100 Constellation Crescent, 8th floor West
Ottawa, Ontario, K2G 6J8
- Steps are now complete. ***If required ensure that you have access to the Centre for your event date & time. This may require us to provide a key to the main entrance.***

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



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
	40-90	Sitting (theatre style)

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 Photos

1st Floor Main Room



2nd Floor Main Room



2nd Floor Boardroom



2nd Floor Lounge



2nd Floor Kitchen

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. 1st 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)
- 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 neither charges, nor collects HST or other sales tax. So the rates are the “full” cost.

Effective October 1, 2014 (Existing contracts will be respected.)

Rental Group	Facility				
	2 nd Floor Boardroom	2 nd 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	
Not For Profit Activity	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
Private Activity	A not for profit activity for a Private Function Examples: Birthday Party
Commercial Activity	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 3rd party insurance (e.g. Western Ottawa Resource Centre, Guides and Scouts), 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 organizations own risk, which will require signature in the Rental Contract acknowledging the liability and agreeing to “hold harmless” the KBCA and City with regard to any claims.

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>

- Beaverbrook Community Centre Facility Rental Guide (this guide)
- City of Ottawa
 - ◇ General Terms and Conditions
 - ◇ Specific Terms and Conditions
- KBCA Specific Terms and Conditions
- Your Planning Guide (City of Ottawa)
- Application Form