Beaverbrook Community Centre – Rental Guide

Detailed History of Changes

Ver.	Date	Who	Detailed description of Changes
1.x	Jan2014	NJT	Earlier versions (circa 2014, 2015)
2.0	16Feb2020	LH	Updated to 2019
2,1	16Aug2020	LH	Updated to 2020
2,2	6Dec2021	NJT	Update on personal/private vs public events
2,3	18Feb2022	NJT	Update room capacities as COVID-19 capacity restrictions have been withdrawn
2,4	29Jun2022	NJT	Update due to rate increases for 1 Sep 2022
2,5	15Aug2022	NJT	Correct upper main room not-for-profit rate
2,6	28Mar2023	NJT	Update 1st & 2nd floor dimension diagrams
2.7	31Jul2023	NJT	Update due to rate increases for 1 Sep 2023
2.8	13Jun2024	NJT	Update for 1 Sep 2024 rate increases, note on scouts/guides and room capacities
2.9	21May2025	NJT	Update for 1 Sep 2025 rate increases, change to online for City of Ottawa provided rental insurance (see Step by Step)
2.10	2026-08-20	NJT	Update for 1 Sep 2026 rate increases

Summary

The Kanata Beaverbrook Community Centre (KBCC) has a number of rooms and halls available for booking.

This document provides information on

- Step-by-step instructions on booking facilities at the KBCC
- 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
  - ◊ Application form

To inquire about booking space, contact the Community Centre Coordinator by:

- Email: communitycentercoordinator@kanatabeaverbrook.ca
- Phone: (613) 518-0261 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. See *How to Use the Calendar* below.
- Determine the cost per hour. See *Rental Rates* below.
- Download the application form (MS Word and PDF versions available.) See *For More Information* below.
  - ◊ Fill it in and email it to the Coordinator at 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.

  Please Note: the Centre is not staffed full-time, and is only open when a program 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 $2,000,000.

  A minimum of $2,000,000 in General Liability Insurance is recommended. This coverage is a requirement for all active programs and any event where alcohol will be served.
  - ◊ If your organization has liability insurance, we shall need a Summary of Insurance/Insurance Certificate stating that you have the required insurance and the expiry date.
  - ◊ If you do not have insurance, the Coordinator will refer you to the City's online insurance broker, where you can quickly and easily arrange for coverage. Payment will be made directly to the broker.

- We will then quote you a rental cost.

  If you accept, you will receive an invoice before your event or in the month before the first session if you have multiple bookings over several weeks or months.

  Payment methods:

  ◊ E-transfers are accepted

  ◊ 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 - 1002 Beaverbrook Rd.
  Ottawa, ON, K2K 1L1

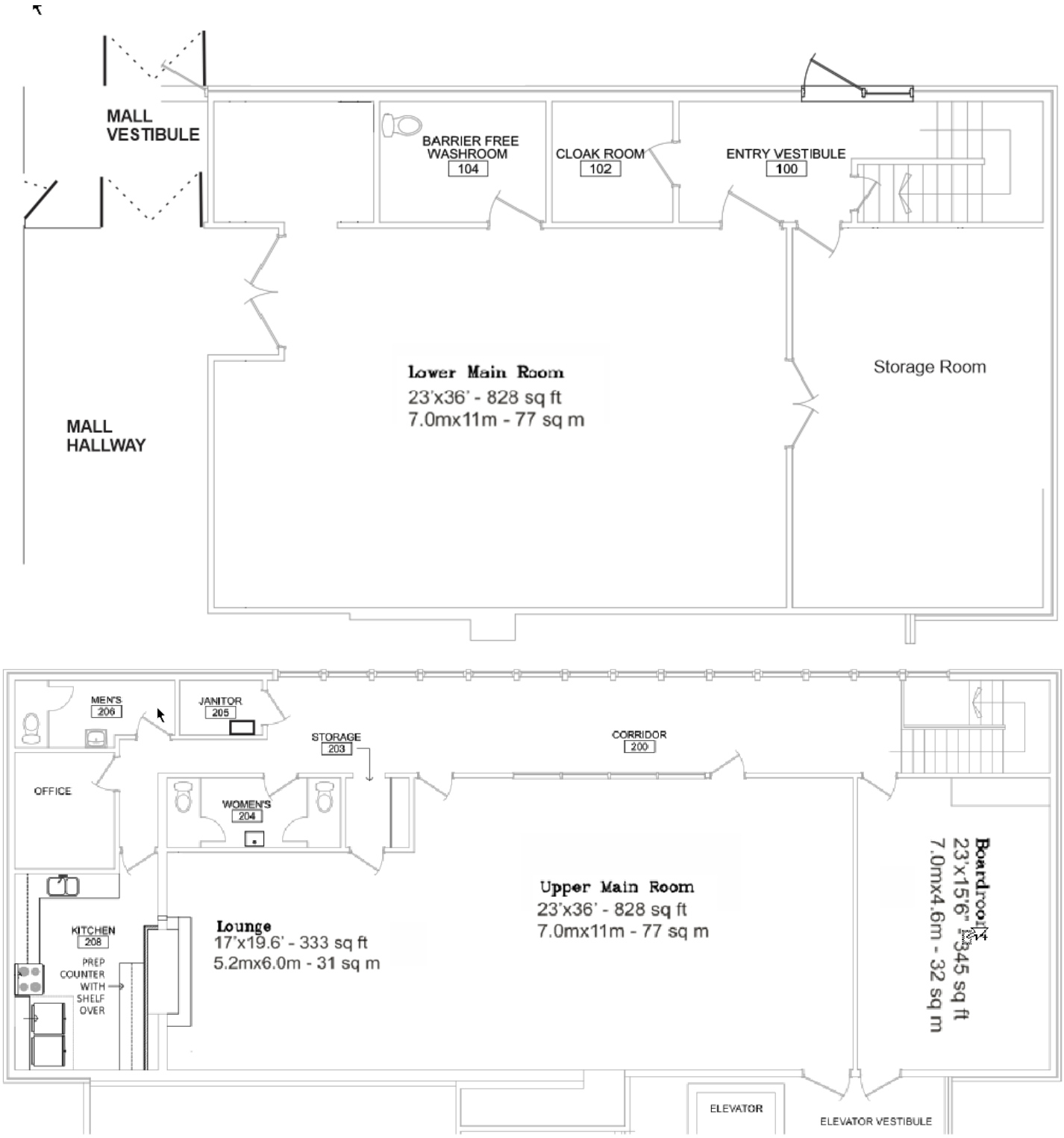
  Please include a copy of your rental application form.

  Alternatively, they can be left in the Drop Box on the second floor of the Community Centre outside the Business Office.

  Please note: the Centre is not staffed full-time and is only open when a program is underway. Therefore, drop-off is not always available.

- You will be given the codes for entry to the building when you are invoiced.
- Steps are now complete. You will receive back a copy of your signed application form as confirmation of booking.

Facilities – Size and Dimensions



Room	Capacity	Comment
2nd Floor Board Room	20	Seated at boardroom table
2nd floor Lounge	15	Standing

2nd floor/Upper Main Room	40-75	Active
	40-75	Seated (theatre style)
1st floor/Lower Main Room	40-75	Active
	40-75	Seated (theatre style)

Notes:

- The total capacity for the building is 150 people, 75 per floor (1st, 2nd)
- The lower end of capacity is based on an “active” event that includes active children (e.g., a Family night event), while the upper end is based on either standing adults (wine and cheese) or a seated audience (e.g., an Annual General Meeting or religious service).
- Capacity may be substantially less for activities like yoga, dancing lessons or exercise classes, where it is expected that the Rental Client has their own guidelines for room size vs. event type capacity.
- Rental Clients are expected to follow Ottawa Public Health and provincial Ministry of Health guidelines at all times.

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.

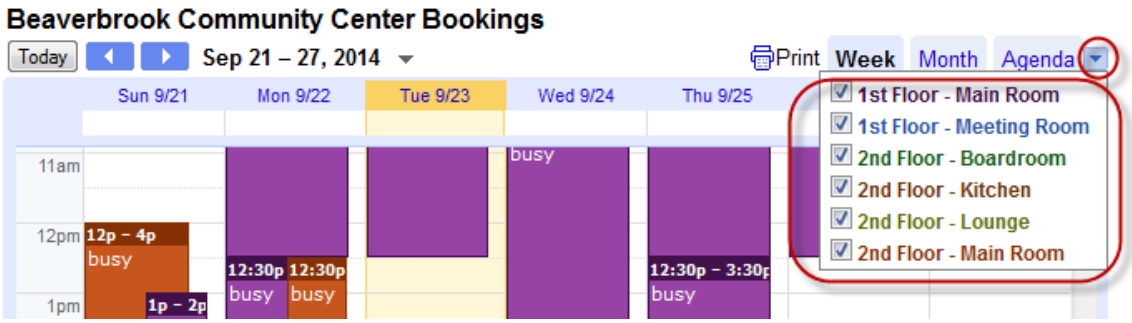
By default the calendar shows the current week of activities and shows the bookings for all rooms, with each current booking colour coded by room.

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

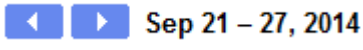
You can change the display as follows:

- 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:



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 

You can also change the view from week (shown above) today, month or year.

Room and Hall Features

- Tables
- Chairs
- Wifi (all rooms) The password is available from the Coordinator.
- LCD Projector (rental fee and damage deposit will apply)

Limited storage is available for Rental Clients with multiple bookings (exercise classes, preschool, monthly/weekly meetings). Please contact the Coordinator for details and rates.

Rental Rates

Rental rates are charged per hour.

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

These rates come into effect on September 1, 2025.

We are committed to continuing support for community groups, including being a lower-cost alternative to similar facilities with the City of Ottawa, local schools and churches. Future rental rates will be consistent with, or lower, increases in the City of Ottawa's rental rates.

KANATA BEAVERBROOK COMMUNITY CENTRE

HOURLY RENTAL RATES
as of Sept 1, 2026

	Board room hourly	Main Floor hourly	including Lounge ** hourly	Kitchen per event
Not for Profit	$12.05	$15.00	$23.00	$25.75
KBCA member	$25.10	$31.80	$48.55	$37.75
Private	$33.75	$42.40	$64.90	$51.50
Commercial	$51.65	$64.55	$98.00	$77.25

** 2ND FLOOR MAIN ROOM AND LOUNGE RENTED AS A UNIT

A cleaning deposit of $50.00 is required and will be refunded if the renting party leaves the premises in satisfactory condition.

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

Scouts & Guides, Sleep-overs, Day-long events

As a matter of policy, the KBCA does not charge rent for any Beaverbrook-based Scouting (1st Kanata Scouts) or Guiding groups or activities. Scouts and Guides from outside the Beaverbrook catchment area will be charged our Not-for-Profit hourly rate. For activities such as sleepovers, or day-long events or workshops, please contact the Community Centre Coordinator at communitycentercoordinator@kanatabeaverbrook.ca"

Rental Client Types	
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 (Invitation only) 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 use of the facilities, setup and teardown, clean-up, provisions for food and alcohol on the premises, etc. See *For More Information* below.

An addendum is attached to the Application Form for signature and return to the Coordinator at time of booking.

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, the KBCA requires proof of insurance via a Summary Insurance Certificate (typically renewed on an annual basis). A minimum of 2,000,000 coverage is required.
- The City of Ottawa provides low-cost one-time event coverage through to 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 (e.g. meetings, religious services, bridge clubs) you can choose not to have insurance coverage, but this is entirely at you or your organization's own risk.

For More Information

The following documents, including our application form, can be found on the KBCA Community Centre Bookings page. They outline terms and conditions as well as considerations in planning your event:

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

- Rental Application form in pdf and Microsoft word
- City of Ottawa
  - ◊ General Terms and Conditions
  - ◊ "Your Planning Guide For Hosting an Event"
- KBCA
  - ◊ Specific Terms and Conditions