

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 |

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. 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.

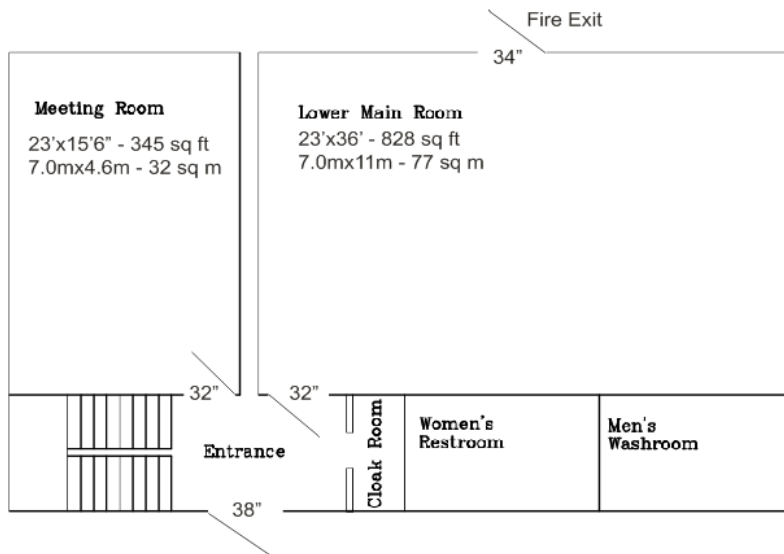
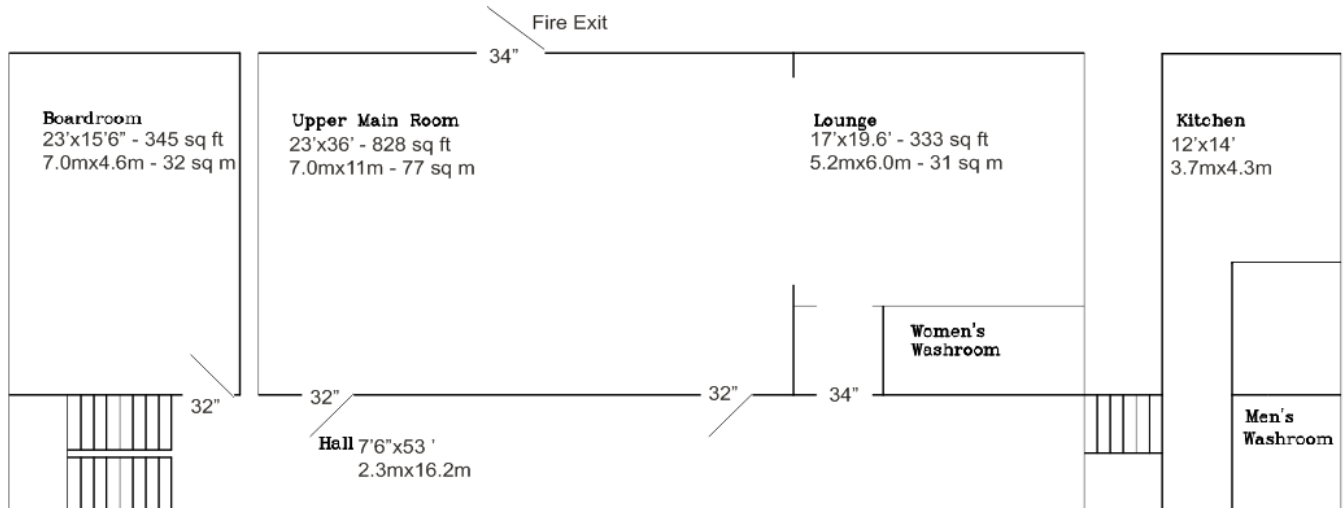
- ◇ If your organization has liability insurance, then we shall need a Summary of Insurance/Insurance Certificate stating that you have the required insurance and the expiry date.
- ◇ If you do not have insurance, the information you provide on your Application Form will allow us to quote a price using the City of Ottawa User Group Liability Program. Make sure 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 to the first session if you 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 - 1002 Beaverbrook Rd.
Ottawa, ON, K2K 1L1
 - ◇ Alternatively, they can be left in the Drop Box 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 the rental payment. 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



Please note:

Due to the current pandemic, and until further notice, room capacities have been reduced to allow for appropriate distancing between users.

| Room | COVID-19 Capacity | Normal Capacity | Comment |
|---------------------------|-------------------|-----------------|---------------------------|
| 2nd Floor Board Room | 8 | 10 | Seated at boardroom table |
| 2nd floor Lounge | closed | 10-25 | Standing |
| 2nd floor/Upper Main Room | 16 | 40-90 | Active |
| | 21 | 40-90 | Seated (theatre style) |
| 1st floor/Lower Main Room | 15 | 40-90 | Active |
| | 20 | 40-90 | Seated (theatre style) |

The Kitchen and Lounge will remain closed until further notice.

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 General Meeting or religious service).
- Capacity is 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.
- In the present pandemic situation, 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:

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 | | | 12:30p - 3:30p busy |
| 1pm | 1p - 2p busy | busy | | | |

- 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) 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)
- Sound System (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.

| <u>Rental Group</u> | <u>Boardroom</u> | <u>Lounge *</u> | FACILITY | | |
|-----------------------|------------------|-----------------|------------------------|------------------------|------------------|
| | | | <u>Lower Main Room</u> | <u>Upper Main Room</u> | <u>Kitchen *</u> |
| Not for Profit | \$9.56 | \$9.56 | \$11.88 | \$11.88 | \$9.56 |
| Private (KBCA member) | \$20.00 | \$20.00 | \$30.00 | \$30.00 | \$20.00 |
| Private | \$26.50 | \$26.50 | \$33.56 | \$33.56 | \$26.50 |
| Commercial | \$40.91 | \$40.91 | \$51.11 | \$51.11 | \$40.91 |

*Lounge and Kitchen will remain **closed** until further notice

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.

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 use of the facilities, setup and teardown, clean-up, provisions for food and alcohol on the premises, etc. See *For More Information* below.

There are additional expectations around C-19. 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 (eg 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
 - ◇ COVID-19 Terms and Conditions