

PETER D. CLARK PLACE RENTAL SPACES 2017 RATE SCHEDULE

RENTAL SPACE	DESCRIPTION		Standard Rate (HST included)	Non-Profit Rate (HST included)
Gallery (2nd floor foyer)	Open space - 50-person capacity; tables and chairs are shared with Room 340. Windows and access to patio. An additional 49 chairs are available.	Programs/ Meetings	\$29.00/hour	\$7.05/hour
		Event Without Liquor	\$39.20/hour	\$30.15/hour
		Event With Liquor	\$74.45/hour	\$53.80/hour
Room 328	14-person meeting space; large boardroom table, 14 chairs, and whiteboard.	Programs/ Meetings	\$29.00/hour	\$7.05/hour
		Event Without Liquor	\$39.20/hour	\$30.15/hour
		Event With Liquor	\$74.45/hour	\$53.80/hour
Room 340	55-person capacity – will be limited by room set-up; 15 – 6ft tables, 50 blue chairs, large windows. Projector screen, whiteboard, podium, TV, VCR, DVD player available. Access to Storage area.	Programs/ Meetings	\$37.60/hour	\$9.20/hour
		Event Without Liquor	\$53.80/hour	\$30.15/hour
		Event With Liquor	\$96.75/hour	\$69.80/hour
Room 342	8-person meeting space; 1 boardroom table, 8 chairs, OPH Teleconferencing equipment, windows. Access to Storage Area.	Programs/Meetings	\$29.00/hour	\$7.05/hour
		Event Without Liquor	\$39.20/hour	\$30.15/hour
		Event With Liquor	\$74.45/hour	\$53.80/hour

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RENTAL SPACE	DESCRIPTION	Standard Rate (HST included)	Non-Profit Rate (HST included)	
Room 344	6 up to 8-person meeting space; 1 boardroom table, and 8 chairs.	Programs/Meetings	\$29.00/hour	\$7.05/hour
		Event Without Liquor	\$39.20/hour	\$30.15/hour
		Event With Liquor	\$74.45/hour	\$53.80/hour
Staff Lounge (basement)	Open space – 20 person capacity; 2 rectangular tables, 10 chairs, and 2 sofas. Only available after 6 pm.	Programs/Meetings	\$29.00/hour	\$7.05/hour
		Event Without Liquor	\$39.20/hour	\$30.15/hour
		Event With Liquor	\$74.45/hour	\$53.80/hour
Outdoor Plaza	A concrete landscaped area located in front of Peter D. Clark Place. Composed of two areas. A covered area - approximately 10 x 75 x 35 ft; an open area which is approximately 65 x 75 ft.	All events.	\$219.80/day	\$219.80/day

EQUIPMENT		
Must be reserved at the time of your rental and availability is based on a first come first serve basis.	Coat Racks are available outside Room 340 only. Garbage cans are available in all the meeting rooms.	Included
	Flipchart Frame and Podium.	Included
	Portable Screen.	\$29.45 per rental
	Portable Projector.	\$29.45 per rental

For City of Ottawa departments, all rooms except the Gallery and Staff Lounge have 2 telephone and data jacks that are connected to the City's network

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PERSONNEL		
Guest Services	If your rental starts before 8:30am or ends after 10:30pm, there will be an additional hourly fee for a Guest Services staff member to accommodate you.	\$21.18/hour \$31.77/overtime hour

ADDITIONAL FEES
<p>Liability Insurance Liability insurance is highly recommended for all activities however, it is mandatory for high risk activities such as an event with liquor.</p> <p>Users have the option of providing their own insurance and must provide proof of \$2,000,000.00 public liability and property damage insurance (HST exempt). A certificate copy must list the City of Ottawa as an additional insured.</p> <p>Please enquire for rates of coverage available under the City of Ottawa's policy.</p> <p>SOCAN (Performing Rights License) SOCAN is a live music royalty fee applied by the Society of Authors & Music Publishers of Canada. For additional information please visit www.socan.ca. HST applicable.</p> <p>Events With Liquor Rental clients are responsible for obtaining and submitting a copy of their Special Occasion Permit when serving alcohol.</p>

Please send your rental request to:

Email: 255centrumrentallocation@ottawa.ca

255 Centrum Blvd. Ottawa ON K1E 0A1

Additional Notes:

Photos of the rooms can be located at www.shenkmanarts.ca

There is no internet or WIFI services at Peter D. Clark Place. Intranet is available to City of Ottawa employees only.

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