



211 Bronson Avenue
Ottawa, Ontario K1R 6H5

Date Form Completed:

DD/MM/YEAR

Rental Application for Mac Hall and Meeting Rooms

Telephone: 613-237-5550
Fax: 613-237-4874

Web: www.bronsoncentre.ca
Email: bci-communityservices@bronsoncentre.ca
(Rev. August 4, 2021)

Rental Group Information: ALL FIELDS REQUIRED

Have you rented from the Bronson Centre before? ___ no ___ yes. If yes, please indicate the date: _____

Organization Name: _____

Address: Street: _____ City/Prov.: _____

Postal Code: _____

Contact Information

Contact Person: _____ Telephone: _____

E-mail: _____ Other (fax or cell): _____

Is this group a registered non-profit organization? Yes ___ No ___ Registration #: _____

Room and Date/Time Details:

Please indicate below the rental space(s) you are requesting, subject to availability.

Rideau Room # 110
32' x 23'
50 seat capacity

Community Hall (Mac)
62' x 50'
200 seat capacity

Nepean Room # 103
34' x 30'
60 seat capacity

Grey Court # 109
25' x 24'
40 seat capacity

Room # 098
32' x 30'
50 seat capacity

Room # 221
27' x 25'
40 seat capacity

Room # 222
32' x 18'
40 seat capacity

Ottawa Room # 213
23' x 20'
40 seat capacity

Date(s) and time(s) requested: *Please use a separate paper if necessary.*

Note: - There is a 2-hour minimum per date requested on all bookings.

- All rentals have an 11pm hard sound curfew. _____

IMPORTANT: INCLUDE SET UP AND CLEAN UP TIME

Room Requested	Date (REQUIRED)	Time (REQUIRED)
<u>Example: 109</u>	<u>Example: June 1, 2099</u>	<u>Example: 2 p.m. am/pm to Example: 8 p.m.</u>
		From am/pm to am/pm
		From am/pm to am/pm
		From am/pm to am/pm
		From am/pm to am/pm

Please fill out details of your booking on the reverse side of this page.

ENSURE THIS PAGE IS COMPLETE.

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Equipment requested:

Chairs (number) _____ Tables (number) _____

Audio visual equipment is available for your event. Please inquire about items and cost, and indicate your needs ASAP.

Event Information:

What type of activity will you be hosting?

Meeting ___ Conference ___ Workshop ___ Rehearsal ___ Play ___ Concert ___ Other ___

Please describe the activity: _____

How many people will be attending? _____

How many staff and/or volunteers will be working at this event? _____

Please respect other tenants: keep participants (including children) and activities contained within the designated rented areas. Please also respect *City of Ottawa* noise bylaws.

Mac Hall Rentals only:

Do you plan to sell/provide food and/or alcoholic beverages? No ___ Food ___ Alcoholic beverages ___

If you are serving or selling alcohol, a valid A.G.C.O. Special Occasion Permit must be posted at the event. You are responsible for compliance with the terms of your A.G.C.O. Special Occasion Permit.

- **For private events (invite-only, not advertised, and no intent of raising funds/making profit), S.O.P. application must be submitted to A.G.C.O. at least 10 days before the event.**
- **For public events (open to public, advertised, or with intent of raising funds/making profit), S.O.P. application must be submitted to A.G.C.O. at least 30 days before the event.**

Please Note: Your staff or volunteers must be prepared to evacuate the participants in the event of a fire alarm or any other emergency. In the case of a fire alarm no one is permitted back into the building until the fire department indicates it is safe to re-enter the building. **Security and Proof of Insurance may be required for your event. An over-booked event can be shut down by the fire marshal; do not over sell your event.**

To confirm a booking: - Completed application form plus non-refundable deposit (see rates page).

- Payment in full required 30 days prior to event

For cancelled bookings: - 30 days prior to event – loss of deposit only

- Within 30 days of event – no refund

An impression of a valid credit card and/or a security/damage deposit may also be requested.

Deposit payment: Visa, MasterCard, debit, cash or cheque payable to the Bronson Centre

Type of Card: _____ Name on the card (please print): _____

Card Number: _____ Expiry Date: _____ Month _____ Year

Name of person completing this application: _____

Signature REQUIRED: _____ Date: _____
(person over 21)

BRONSON CENTRE – RENTAL RATES

EFFECTIVE as of August 1st, 2020 – Please keep this page for your records

Room	Rate per hour (2hr min.)	Admin fee	Non-refundable Deposit Required	Light and sound, & technical services
Mac Hall	\$65	\$65	\$65	Audio/Visual cost determined by your needs
Room # 098	\$20	\$15	\$25	Audio/Visual cost determined by your needs
Meeting Rooms	\$15	\$15	\$25	Audio/Visual cost determined by your needs

For more information regarding the status of your application please contact:

Community Services Coordinator at bci-communityservices@bronsoncentre.ca 613-237-5550 ext.238 or Executive Director, Mr. Corey Mayville at bci-admin@bronsoncentre.ca 613-237-5550, ext.227

Please ensure that the required deposit is included with the application form.

Terms of Contract: Bronson Centre Inc. Room Rental

(Please keep this page for your records)

The Bronson Centre is a building that provides quality services and rental facilities to our Community. Consideration for other renters (current and future), including our non-profit permanent tenants must be a priority by all users of the facility at all times. With that in mind, the following terms will be enforced by Bronson Center staff:

- **Only re-usable adhesive gum may be used on the walls or curtains in any room at any time. No tape, hooks or push pins.**
- **Cost of repairs for any damages to the premises or fines received by the premises caused by the renter will be at the renter's expense and will be billed accordingly.**
- **A valid A.G.C.O. liquor license must be posted in the rental space if there is alcohol on the premises.**
- It is the responsibility of the rental group to let the participants into the building and to supervise participants at all times. In the event of an emergency (fire alarm or any other emergency) the renter is responsible to evacuate all participants and guests.
- Organizers of this event are responsible for their own set-up of the rented space and for restoring the space after the event.
- **Bronson Centre Inc.** will not be held responsible for lost or stolen articles.
- **Bronson Centre Inc.** is not responsible for any injury to any persons participating in the activities or damage to property of persons participating in this rental or for any debt or other monetary obligation resulting from this event before, during, or after the use of the community space rented.
- **Room changes or cancellations may occur at the discretion of Bronson Centre administration without notice. Every effort will be made to give notice where possible. Please check the Activity Board on arrival for room location.**
- **Additional fees may apply for any contract revisions and cancellations.**
- **Violent or inappropriate behavior by the renter or participants will be considered grounds for immediate termination of the event. Failure to comply with the above terms may jeopardize future rentals.**