



Ongwanada

## Ongwanada Facility Rental

191 Portsmouth Ave. Kingston, ON K7M 8A6 ATTN: Facility Rental  
613.548.4417 • facilityrental@ongwanada.com

### Facilities

Take advantage of a variety of facilities available at Ongwanada - our auditorium, boardroom, and meeting rooms could be the best choice for your next meeting or event. These facilities are free of charge for nonprofit, charitable organizations.



Auditorium



Phil Koven Boardroom



Double Room (rm 410/411)

### Facility Rental Process and Procedure

- To book a facility, fill in the Facility Rental Form and submit to Facility Rental at Ongwanada by mail, email, or phone (see contact information above).
- Booking rooms and making changes to arrangements must be made through Facility Rentals by mail, email, or phone. Provisional bookings will be held for two weeks only, before automatic cancellations.
- Approval for utilization of facilities shall be subject to room, parking availability, and the Renters ability to follow the Facility Terms and Conditions listed below. Requests will be processed within 10 business days.
- Ongwanada's Facility Rental office hours are from 8:30 a.m. - 4:00 p.m., Monday through Friday. Emails can be sent at anytime, but email replies and calls will only occur during these hours.
- Room availability is from 4:30 p.m. - 10:00 p.m., Monday through Friday. Renters must vacate the facility no later than 10:00 p.m., unless written permission has been granted to stay later. Access outside these hours, for instance, during Ongwanada business hours or on weekends, is by prior arrangement only.
- Room assignments are based upon the projected numbers of attendees. Fire regulations define maximum room capacities. As a consequence, ensure that you accurately estimate the number of attendees on the Facility Rental form. No extra chairs beyond room capacity will be allowed.
- Facility Rental fees for rooms are not billed to non-profit, charitable organizations (must supply charity registration number). Fees are billed to profit organizations and non-profit, non-charitable organizations. All organizations, including non-profit, charitable organizations, are charged for set-up fees. See Facilities and Rates chart below.
- All cancellations must be made via phone or email to Ongwanada at least two(2) business days before scheduled rental.
- Renters who fail to notify Ongwanada of a meeting cancellation within 24 hours of the meeting date will be asked to submit a \$50 refundable deposit for future meeting space.
- Payment terms are net 30 days of the invoice issue date.
- The Renter may not use the premises for any purpose other than that described on the Facility Rental form and accepted by Ongwanada.

### Facility Rental Terms and Conditions

#### General Conditions

- Organizations using Ongwanada's facilities may not use Ongwanada's name or logo where it may be implied or assumed that Ongwanada is sponsoring or organizing the event.
- Should Ongwanada for any reason, beyond its own control, be unable to fulfil its commitments, it will not be liable for any damages or compensa-

## **Facility Rental Terms and Conditions (continued)**

tion. Ongwanada reserves the right to cancel any facility rental.

- Ongwanada is committed to the Ontario Health and Safety Act and Regulations and conducts its activities in such a manner as to prevent adverse effects on the environment and the health, safety, and welfare of employees, clients, and members of the public, as far as is reasonably practical. Organizers of meetings and other events held on Ongwanada's premises must ensure that their activities and those of the participants conform to health and safety practices. Renters are responsible for identifying fire exit routes to event attendees.
- Renters are required to keep a register of attendees at Ongwanada's premises for use in the event of an emergency.
- Ongwanada will seek to accommodate special requests whenever possible, however, we cannot guarantee that audio-visual equipment or changes to room set-ups can be done when less than 24 hours notice is given.
- There is no smoking allowed in any Ongwanada facility at any time. Smoking is allowed in the designated outside areas defined by Ongwanada's Security Guard.
- No electric appliances, such as kettles or coffee-makers are allowed, except with the expressed permission of Ongwanada. All small appliances need to be CSA approved.
- Ongwanada's buildings are scent-reduced. Avoid wearing these scented products while on the premises.

### **Loss of Property**

- Ongwanada will not, under any circumstances, accept responsibility or liability in respect of any damage to or loss of property, vehicles, articles, or other items whatsoever placed or left upon the premises by the Renter.

### **Damage**

- The facility will be left in the same condition as found. Misuse of equipment or furnishing will result in immediate cancellation of any current or future facility rentals.
- The Renter shall not carry out any alterations to the building nor fix or make fixtures for any apparatus, equipment, or decoration without prior permission of Ongwanada. The Renter agrees to pay Ongwanada, on demand, the cost of repairing or making good on any loss or damage arising from or incidental to the rental.
- The Renter must inform trainers/facilitators that it is not permitted to affix items to the walls of the rooms being used; using pins, cellotape, masking tape, or other means likely to cause damage. Blu-tac is permitted.

### **Equipment & Storage Policy**

- The right to use Ongwanada facilities or equipment is not transferable and equipment must not be moved without the permission of Ongwanada.
- Ongwanada cannot provide any storage facilities for goods or equipment belonging to the Renter.

### **Payment & Facility Rental Form**

- Payment terms are net 30 days of invoice issued.
- Payment can be made by cheque or cash.
- All facility rentals are considered as provisional until the Facility Rental Form is signed and approved by Ongwanada
- The signed Facility Rental form will act as an agreement between Ongwanada and the Renter.
- Final set up, times, numbers, and special requirements must be confirmed at least seven (7) days prior to the event.

## Cancellations

- If Ongwanada, for reasons beyond its control, needs to make any amendments to your Facility Rental, the organization reserves the right to offer you an alternative to the rental.
- Ongwanada may cancel the facility rental:
  - if the Renter is in arrears of previous payments; and/or,
  - if the Renter has failed to adhere to these Terms and Conditions.

## Facilities & Room Rates

All fees below apply to profit organizations and non-profit, non-charitable organizations. Room rental fees are not applied to non-profit, charitable organizations, however, non-profit, charitable organizations are expected to pay all other fees. (\*Full-day is greater than four hours; \*Half-day is four hours or less)

Room	Auditorium (rm 102-B)	Boardroom (rm 453-A)	Double Room (410/411)	Professional (room 204)
<b>Capacity</b>	60 people (round tables) 100 people (theatre-style)	25 people maximum	20 people maximum	10 people maximum
<b>Full-Day Rate*</b>	\$80	\$50	\$35	\$35
<b>Half-Day Rate*</b>	\$50	\$35	\$20	\$20
<b>Special/After-hours additional flat rate (i.e. weekends)</b>	\$35	\$35	\$35	\$35
<b>Set-up fee</b>	\$15	N/A	N/A	N/A
<b>Use of A/V equipment</b>	\$5	\$5	\$5	\$5

Please note: For weekend and general public events, security is an additional cost which will be billed directly to the Renter by the security company.

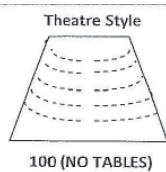
### Number of Tables/Chairs Available:

Round: 8 (4-6 people per table)

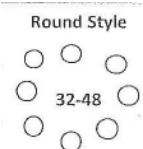
Large Rectangular: 10 (6-8 people per table)

Chairs: 100

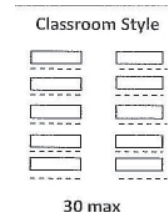
### Seating Choices with Tables (For Auditorium):



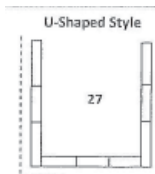
Can accommodate 100 people



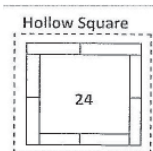
Can accommodate 32-48 people comfortably



Can accommodate 30 people



Can accommodate 27 people



Can accommodate 24-32 people

### Audio/Visual Options Available:

- Podium and microphone
- Extension Cords
- Portable Screen
- VCR/TV/DVD
- Flip-Chart and Markers
- A/V Cart with extension cord

It is the responsibility of the Renter using the A/V equipment to ensure the equipment stays on the Ongwanada premises.