



Room Rental Information Taggart Family Y

Thank you for your interest in renting a meeting room at the Taggart Family YMCA-YWCA. Please find below information about the facility, equipment, catering options and fees.

About the Facility

The YMCA-YWCA of the National Capital Region is pleased to offer room rentals for meetings and events in the heart of downtown Ottawa at the Taggart Family YMCA-YWCA located at 180 Argyle Street, Ottawa, ON.

Booking Your Event

Please fill out the room rental form carefully. The Y cannot guarantee all resources required will be available if they are not specified on your form. A rental is not confirmed until your contract is signed, returned and 25% deposit paid.

Room Rental Fees

RBC Board Room (max. 125 person)	\$250 for a half day	\$350 for a full day
RBC Community Room (max. 300 person)	\$400 for a half day	\$500 for a full day
Both rooms + Adjoining Atrium	\$600 for a half day	\$700 for a full day

Half day room rental is for up to 4 hours. Full day room rental is for up to 8 hours. All fees are subject to HST.

Remember to budget enough time for your own set up and tear down; this needs to be included in the window of time you rent for. Onsite support is available for the duration of your event at an additional fee of \$50/hour.

A non-refundable 25% deposit is required to secure the room rental and the balance of the fee is due 48 hours prior to the event.

A credit card number or a deposit equal to the fee for the room rental must also be received prior to the event as a damage deposit.

Equipment

Each room is equipped with a projection screen, chairs and tables. Platforms, wireless microphones, projector (RBC Board Room only) and a wireless system for the hearing impaired are all available on request and are provided at no additional cost. Equipment is available on a first come, first serve basis.

Please ensure the Y is aware of any outside A/V you will be bringing in before your event to ensure compatibility. Please note that the Y has the right to prohibit rental equipment being used in conjunction with Y equipment.

Wireless internet logins will be provided the day of your event. Please note that the wireless is for convenience and the Y cannot guarantee that the signal is a strong enough signal to stream video, webcast, or live stream.



Room Rental Information

Taggart Family Y

Room Set Up

The RBC Board Room is 27' X 37' and the RBC Community Room is 58' x 56'. You will have the option to select the desired set up for your event as detailed on the room booking request form.

Parking

Underground parking is available in the basement of the building with a daily maximum rate of \$12.00. Parking is also available in the area on the street with 2 hour meters, or at the Museum of Nature located across from the Y. Parking rates are subject to change.

Food Service

Arrangements for food service must be made by the group renting the facility. The Y can provide on request a copy of the current menu for the cater that operates the Y food service for your convenience.

Advertising Your Event

The Y requires that a copy of all notices, advertisements, or flyers regarding your event be affixed to your Room Rental form.

Rental groups are not permitted to use the name of the "Y", "YMCA-YWCA", "YMCA", or Taggart Family YMCA-YWCA in your advertising and must only use the room name and street address in advertising materials.

Deliveries and Storage

If you require a delivery be made to the Y prior to your event, please inform the Property Services Department. Storage charges may apply.

All deliveries should come through the parking level not the main doors. A freight elevator is available for large items; please notify the Property Services Department if required. The Y is happy to provide you with dollies to help transport your set up materials.

The Day of Your Event

Your room will be ready at the time specified on your contract – if you wish to come and set up early or test your equipment, please budget for this in your window of time booked. A staff will be on duty at the start of your event to provide you access to the facility and confirm set up requirements.

Please return rooms to the state in which they were found. Garbage and recycling can be stacked by the bins inside the room for pick up.

Contact

Please direct any inquiries regarding room rentals to the Property Services Department at P: (613) 237-1320 ext. 5033 or email: roombookings@ymcaywca.ca



Room Rental Booking Request Form Taggart Family Y

Please return this form with your deposit to:

Properties Services Office, Taggart Family YMCA-YWCA, 180 Argyle Avenue, Ottawa, ON, K2P 1B7

CLIENT INFORMATION

ORGANIZATION/GROUP NAME _____ CONTACT PERSON _____

ADDRESS _____ CITY _____ PROV. _____ POSTAL CODE _____

WORK PHONE _____ CELL PHONE _____ EMAIL _____

BILLING INFORMATION – Complete this section ONLY if information is different from above.

ORGANIZATION/GROUP NAME _____ CONTACT PERSON _____

ADDRESS _____ CITY _____ PROV. _____ POSTAL CODE _____

WORK PHONE _____ CELL PHONE _____ EMAIL _____

ROOM RENTAL BOOKING REQUEST

Event Date (MM/DD/YY): _____ Start time: _____ Finish time: _____

Reoccurrence: One time event Weekly Other – please indicate dates: _____

Event Description: _____

Number of attendees: _____ Is there an entrance fee?: Yes No

Will food be served?: Yes No
NAME OF ONSITE CONTACT FOR CATERER DELIVERY _____ CELL PHONE _____

Will you be obtaining a Special Occasions Permit for alcohol to be available?: Yes (Copy of the permit is required prior to the event) No

EQUIPMENT NEEDS

Please indicate all equipment requirements that apply:

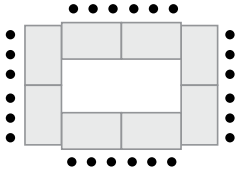
- Projection screen
- Projector (RBC Board Room only)
- Chairs
- Round tables
- Rectangular tables
- 3 Platforms 8'X8' 10" high
- 2 wireless microphones
- 2 lapel wireless microphones
- Wireless system for the hearing impaired (by special request)

Outside equipment you will be supplying – please specify:

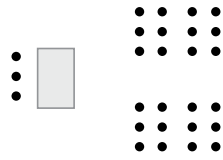
ROOM SETUP

Please indicate your desired room setup from the options below:

#1

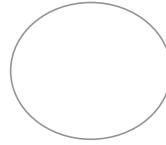


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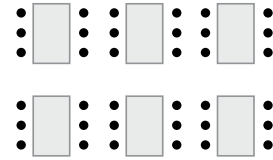


#3

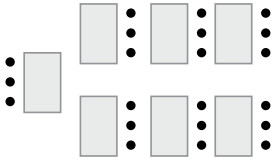
Chairs arranged in a circle (no tables)



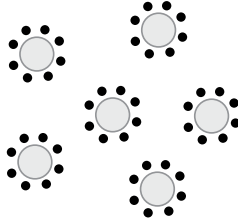
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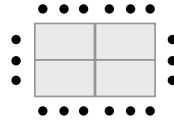
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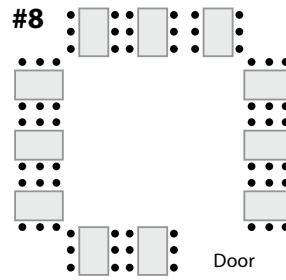
#6



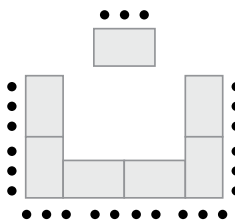
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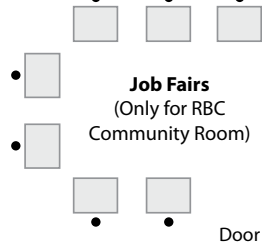
#8



#9



#10



#11

Clear – No equipment

#12

Own setup –
Please supply number of
chairs and tables needed

Option #1

Option #2

Option #3

Option #4

Option #5

Option #6

Option #7

Option #8

Option #9

Option #10

Option #11

Option #12 –

Please indicated number of chairs
and tables needed:

of chairs

of tables

ROOM RENTAL FEES

	Capacity	Half Day (up to 4 hrs)	Full Day (up to 8 hrs)
RBC Board Room	Up to 125 attendees	<input type="checkbox"/> \$250	<input type="checkbox"/> \$350
RBC Community Room	Up to 300 attendees	<input type="checkbox"/> \$400	<input type="checkbox"/> \$500
Both rooms + Atrium	–	<input type="checkbox"/> \$600	<input type="checkbox"/> \$700

Yes, I will require onsite support for the duration of my event at a fee of \$50/hour.

A non-refundable 25% deposit is required to secure the room rental and the balance of the fee is due 48 hours prior to the event. A credit card number or a deposit equal to the fee for the room rental must also be received prior to the event as a damage deposit.

I agree to the fees, terms and conditions as specified and acknowledge this form is a request only. Room rentals are not confirmed until contract is signed, returned and a 25% non-refundable deposit is paid.

SIGNATURE

_____/_____/_____
DATE (MM/DD/YY)