LAKEHEAD REGION
CONSERVATION AUTHORITY

Updated May 9, 2016

**The Boardroom**

- Comfortably seats up to 16 people around the boardroom table
- Additional seating for up to 10 people can be arranged around the perimeter for the room
- Room is equipped with
  (a) Smartboard Technology
  (b) WiFi Internet
- Half day rental $150 + HST (up to 4 hours)
- Full day rental $300 + HST (4 to 8 hours)

**The Multipurpose Room**

- Available configurations
  (a) Non-fixed Seating: 75 people
  (b) Classroom: 30 people



(c) Theatre: 60 people



(d) U-Shaped: 25 people



- Room is equipped with
  (a) Smartboard Technology
  (b) WiFi Internet
- Half day rental $150 + HST (up to 4 hours)
- Full day rental $300 + HST (4 to 8 hours)

**Please note:** after-hours rentals can be discussed on a per case basis; subject to staff availability.

**Other Equipment Available**

(a) Flipchart
(b) Podium
(c) LCD Projector

**Catering**

Water is complimentary (i.e. jugs on tables).
Coffee and tea service is available upon request at $1.00 +HST per guest.
Coffee, tea, pop and juice service is available upon request at $3.00 +HST per guest.

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## RENTAL AGREEMENT TERMS & CONDITIONS

1. All renters must agree to the terms and conditions set out by the Lakehead Region Conservation Authority (LRCA), follow LRCA Rules and sign the Booking Form.
2. Events may not be advertised until booking has been confirmed with the LRCA through the rental agreement and with the deposit paid.
3. All costs for damage to any of the LRCA equipment being borrowed or rented, or any portion of the physical space of the LRCA Administrative Building being used are the responsibility of the user and are payable on demand.
4. Equipment required by outside groups which is not supplied by the LRCA is subject to the following: (a) entry of equipment must have prior approval of the LRCA and must be on agreed-upon dates and times (b) all equipment brought in must be removed immediately following the event; the LRCA does not provide storage space
5. The LRCA is not responsible for lost, stolen or damaged items.
6. Emergency exits must remain clear at all times.
7. The user may set-up one hour before the event.
8. The LRCA will not be able to provide you with any tools or supplies, so please ensure your bring everything you may need.
9. Clean up must take place within an hour of the end of the event. LRCA staff are not responsible for cleaning up after you. It is the Renter's responsibility to communicate this with their contracted caterer.
10. LRCA staff are not responsible for front door and reception/guest greeting duties during off hours.
11. Rental of space at the LRCA is subject to availability and the discretion of the LRCA General Manager.
12. The LRCA reserves the right to refuse the rental of space for events/activities which may be deemed damaging to the LRCA's reputation or principals.
13. The kitchen space is not available for the user.
14. Food and beverages are the responsibility of the user.
15. Renter is responsible for communicating to their guests where building exits are located.

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# LAKEHEAD REGION CONSERVATION AUTHORITY
# GENERAL RULES

1. Smoking is not allowed anywhere in the building as per municipal by-laws.
2. Food and drinks must remain in the area rented by the group; no food or drink is allowed in the hallways, or front lobby of the building.
3. Nothing is to be posted on walls, windows, or display cases. Decorations, etc. are not to be hung from the ceiling.
4. We do not permit: tape/thumbtacks, candles.
5. The photocopier and fax machine are not available to Renters unless pre-approved (a charge may apply).

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# FREQUENTLY ASKED QUESTIONS

**Room Capacity**
The Multipurpose Room can be arranged in four configurations
Classroom: Long rectangular tables with seating on one side only
Theatre: Rows of chairs with aisles
U-Shaped: Long rectangular tables with seating on one side, set in a U with the top end left open
Non-fixed seating: Standing room only

The Boardroom is to remain in a 'boardroom' configuration. Seating around the boardroom table is best for 12-16 people. Additional chairs can be placed around the perimeter of the room (up to 10 additional people).

**Availability**
The LRCA Multipurpose Room and Boardroom are available year round with the following exceptions;
Boardroom: last Wednesday of the month
Multipurpose Room and Boardroom: the week between Christmas and New Year's. Availability subject to change based on LRCA hosted events

**Parking**
Free parking is available; please be respectful of allocated staff parking areas during office hours. Please see attached diagram.

**Lakehead Region Conservation Authority Administrative Building Hours**
Monday to Friday 8:30 a.m. to 4:30 p.m., closed for lunch between 12:00 p.m. and 1:00 p.m.

**Day to day Activities during regular hours**
The LRCA will remain open to its regular clients. They will be notified a function is taking place and to please not disturb.

**Coat Check**
The LRCA does have a rack with hangers by the staff entrance. The LRCA is not responsible for lost, stolen or damaged items. We do not have a separate lockable or supervised coat check.

**Audio-Visual Presentations**
Both the Multipurpose Room and the Boardroom have built-in Smartboards with plug-ins for audio-visual presentations.

**WiFi**

The LRCA is happy to provide free WiFi access. A password will be given to you when full payment is made a week before your event.

**Washroom Facilities**
Fully accessible washrooms are available. Staff will inform you of their location upon booking. Please inform your guests as to their locations.

**Kitchen Facilities**
The LRCA staff kitchen is not available to Renters.

**Refrigeration/Freezers & Ice**
Due to limited space, we are unable to provide fridge space.

**Tablecloths**
We do not provide tablecloths.

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## PRE-RENTAL CHECKLIST

Renter:_____ Date:_____

- ☐ Test Smartboard, count eraser and pen tools.
- ☐ Test TV/DVD System.
- ☐ Note stains on carpet, markings on walls.
- ☐ Check blinds, any previous damage?
- ☐ Check tables and chairs, are the clean? Are they in good working order?
- ☐ Show Renter where the washrooms are.
- ☐ Show Renter the Emergency Exits, is the Emergency Exit poster visible in the room?

## POST RENTAL CHECKLIST

- ☐ Tables are cleared/wiped down.
- ☐ All decorations/signage are to be removed.
- ☐ Floors are to be cleared of garbage and recyclable containers.
- ☐ All outside food and dishes are to be removed from the building.
- ☐ All audio-visual equipment is to be turned off.

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# ROOM BOOKING FORM

The Lakehead Region Conservation Authority and the individual/organization named below, agree to the following booking of space at the LRCA Administrative Building and to the attached Terms & Conditions.

**Contact Person**:_____

Organization:_____

_

Address:_____

Phone Number:_____ Fax Number:_____

Email Address:_____

Date Required:_____

Event Start Time:_____ Event End Time:_____

**Type of Event:**

□ Meeting □ Reception □ Lecture □ Luncheon

Other:_____

**Space Requested:**

□ Multipurpose Room □ Boardroom

**Expected Attendance:** _____

**Equipment Required**

_____ 6ft tables (max 10) _____ chairs (max 60) □ Smartboard □ TV/DVD

_____ 6ft folding tables (max 4) □ flip chart □ podium □wireless keyboard/mouse

_____ 4ft folding tables (max 4)

**LRCA provide Coffee/Tea service:** Yes* No

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**Caterers:** Yes* No

**Caterer's Name:** _____ **in at:**_____ **out at:**_____

*If Yes, you will be responsible for cleanup; if cleanup is done by LRCA, a $25.00 fee will be charged. If a major cleanup is to be done, additional charges may apply.

**Special needs/requests etc.**

_____

_____

_____

_____

I have read the agreement and I am in accord with the Terms & Conditions and General LRCA Rules.

User: _____ LRCA: _____

Date: _____ Date: _____

**LRCA Office Use Only**

| Billing Information |
|---|
| Payment Type: CASH CHEQUE |
| VISA # Exp. Date<br>Name on Card: |
| Balance Due By: |
| Invoice to: |
| Address: |
| Phone Number: |