



# ***Rental Opportunities & Rates (2020)***

**Boardroom Rentals**

**Edmonton**

## Fees

**Regular Fee:** \$40/hour

**Fee for Not-For-Profit Organizations:** \$10/hour

**Initial Payment:** Full payment is due 16 days prior to your event

### Rental fees include:

- Basic room set-up and take-down

### Services & Amenities Include

- Exclusive use of the Boardroom for your meeting, workshop or social gathering
- Access to laptop, projector, screen and Open WiFi
- Tables, chairs and mini fridge
- Whiteboard, coffee urns and water dispensers available upon request (at time of booking)
- Public Washrooms (wheelchair-accessible)

### Facility Services Include

- Public Washroom (wheelchair-accessible)
- Free Parking (shared lot)
- Donation drop-off
- Non-smoking facility

**Capacity:** 30 for most meetings and social gatherings

### Room Access

Rental groups are responsible for cleaning up and removing any items brought with them once the rental has ended. If you require time for set-up and take-down, we suggest booking additional time.

### Room Configuration

The Reuse Centre boardroom can be configured to your space needs, including:

- a) **Boardroom or Meeting Style:** ideal for meetings and luncheons
  - o Central table arrangement, with chairs
- b) **Seminar-Style:** ideal for presentations and screenings
  - o 30 chairs arranged in semi-circular rows
- c) **Station-Style:** ideal for displays and workshops with multiple activities
  - o 4-5 tables set up around room

## Room Uses

The boardroom is perfect for most meetings, small social gatherings and small workshops. When planning your rental:

- Please discuss your crafting and decorating plans at the time of booking
- For safety and ease of clean-up, some crafting/decorating items are not permitted (e.g. glitter and confetti, open flame, melted plastic/metal, use of nails to hang decorations)

## Food Service Options

You are welcome to select the caterer of your choice for your rental.

Potluck events are permitted, providing all potluck foods are prepared in commercial health-inspected facilities. A waiver form must be signed and returned to our office to proceed with a potluck event.

The Reuse Centre does not provide food or beverage service equipment, with the exception of tables and chairs. Two coffee urns and two water dispensers are also available upon request. Cooking and food prep facilities are not available on-site.

Please note that serving/consumption of alcohol is not permitted on the premises.

## Payment Information

Full payment is due 16 days prior to your event.

Payment options include Cash, Debit or Credit Card (Visa, MasterCard, American Express). Business cheques are also accepted (payable to City of Edmonton with rental contract number written on front). Payment can be made in-person (cash, debit, credit, business cheque) at the Reuse Centre during regular hours. All facilities and services are subject to availability. Prices are subject to change without notice.

## SOCAN and Re:Sound

If you are planning a special event that includes live or recorded music of any kind, you are required to pay license fees to SOCAN and Re:Sound. The Society of Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound Music Licensing Company (Re:Sound) are collective societies. These collective societies can charge tariffs for the performance of music in public, according to section 19(2)(a) of the Copyright Act.

## Contact Us

To book your event, please contact our office by telephone at (780) 944-7424, or via email at [reusecentrebookings@edmonton.ca](mailto:reusecentrebookings@edmonton.ca)

*Interested in booking an education program in association with your rental? Please inquire at the time of booking.*