

# Blackburn Community Hall 190 Glen Park Drive, Ottawa, Ontario

## Costs

Interested in booking the Blackburn Community Hall for your event? It is available for both private and public functions subject to the criteria below.

Non Profit	Private Event	Private Event	Commercial Activity
\$9.85 Per Hour	\$39.50 Per Hour	\$300 Per Event	\$54.55 Per Hour
Our best rate is for non-profit organizations, registered charities and other not for profit groups.	Local community private events can be booked by the hour!	Need the Hall for a longer time frame for your private event? Book it for the day at a better price!	Have a money making idea? Businesses can also book the Hall for a still attractive rate.
Non profit is an entity that is created and operated for charitable or socially beneficial purposes rather than to make a profit.	Private activities include weddings, baby showers, birthdays, etc.	Private activities include weddings, baby showers, birthdays, etc.	Commercial activity is a for profit activity that includes all businesses.

**Not-for-Profit activities** are those of a club, society or association that operates exclusively for social welfare, civic improvement, pleasure or recreation or other similar purposes.

There are some activities of such organizations that produce a surplus, or “profit”. However, such activities must be incidental to the principal objects of the organization/group of people.

For example, a hockey club may hold a dance to raise funds for new uniforms for the team. If, after paying the expenses, the dance produces a “profit”, the monies belong to the club and must be used for the benefit of the club (i.e. to purchase new uniforms for its team).

Examples: Girl Guides, Boy Scouts, neighborhood sport teams, quilt club, bridge club, potluck dinners.

### Additional fees may apply in following situations

- Events with **Alcohol** require both a permit from the Alcohol and Gaming Commission of Ontario and event insurance as required under City of Ottawa By-laws.
  - **Liquor License** - permit must be obtained through the Alcohol & Gaming Commission of Ontario at least 30 days prior to your event. Click here for more information on how to obtain an AGCO licence. Private event licenses are \$150. A copy of the license must be sent to the hall administrator prior to the event.
  - **Insurance** - Event insurance is required under City of Ottawa By-laws when alcohol is served. The cost varies depending on the type and duration of the event and must be paid online. To apply and pay for insurance, visit [cityofottawa.instantriskcoverage.com](http://cityofottawa.instantriskcoverage.com).
- Additional cleaning or repair over and above normal wear and tear will result in an extra charge to your group.

**Payment by e-transfer preferred. Cheques are also accepted.**

## Features

The following amenities are available to everyone who rents the Hall.

- Accessible parking and entrance
- Kitchenette facilities including a sink, fridge, oven (no cooktop) & microwave.
- Renters must supply their own cutlery and dishes.
- Two gendered, accessible bathrooms with emergency call buttons
- 21 x 6' tables
- 24 x 3' bridge tables
- 90 chairs
- Coffee maker & electric kettle
- First Aid Kit in the Kitchen
- Automated External Defibrillator (AED) at the entrance
- Floor space = 30' x 45'
- Outdoor fenced patio space = 28' x 65'
- Two Flo Level 2 EV Chargers (\$2/hour)

## Rental Policies

**The following regulations must be followed in all bookings:**

- The maximum capacity of the Hall is 100 people.
- Compliance with all applicable City By-laws. This includes smoking prohibition and noise restrictions after 11pm.
- Compliance with all City of Ottawa Facility Rental terms and conditions.
- Fire regulations require that there is a four-foot corridor access to all exits.
- **Smoke machines and Confetti are not allowed.**
- The hall is a City of Ottawa facility and follows all current health and safety protocols. Applicable guidelines will be provided when booking.
- Bookings can be made for the hours between 8AM and midnight.
- **Include the event set-up and clean-up time in the booking.**
- Reservations are accommodated on a first come first serve basis. To secure your reservation you must fill out the application form and pay the rental fee to treasurer@blackburnhamlet.ca by e-transfer or cheque.
- **Rental payment must be received within 3 days or the booking will be cancelled.**
- Reservations may be cancelled up to 7 days before the event. Fees paid for events cancelled will be refunded if the 7 day period is met.
- The hall is provided to you clean; please make sure the hall is clean when you leave. This includes the re-stacking of chairs (Maximum of 10 chairs per stack), storage of tables, removal of all decorations, cleaning all countertops, kitchen area including the oven (if it was used) and sweeping of the floor. The washrooms are to be left in clean condition.
- Users are responsible for set-up and take-down of chairs and tables.
- **Please take all your garbage with you or dispose of it in the large garbage bins located behind the arena and replace the garbage bags in the bins using the spare bags located on the storage room shelf.**
- If there is any damage, or the hall is not left clean, the BCA will seek a damage/cleaning fee to offset the cost of repairs or additional cleaning time. The fee will be determined at the discretion of the BCA Hall Administrator. In addition, the renter may lose the right to book the hall in the future.