



# Meeting Room Package

## Planning a Meeting or Event?

The Civic Complex has hosted many of Eastern Ontario's most exciting and memorable events. Whether your function is a small business meeting or a major entertainment event, you will want to check in with Janice Robinson, our Facilities Rental Coordinator at (613) 930-2787 ext 2543 to plan your event.

## Understanding Your Needs

In order to properly prepare for your event, we need to understand your needs. Be prepared to provide as many details about your event as possible, such as:

- \*what is the name of your event?
- \*how many people are attending?
- \*what set up style do you require?
- \* do you require a custom floor plan?
- \*what is your start time and finish time?
- \*do you require access to the room early for set up?
- \*do you require catering/bar service?
- \*do you have any audio/visual requirements?
- \*what is your company name and address for invoicing purposes?



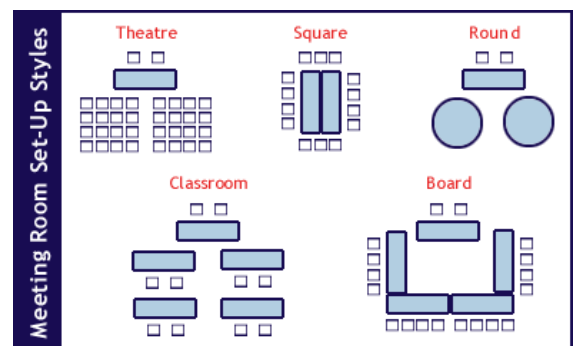
## Planning Access to the Facility

If you need special access to the Cornwall Civic Complex before and after your event (perhaps to decorate or move equipment in) we will need to know in advance. Typically for large events requiring extensive set up, extra accommodations need to be made so that there is a sufficient overlap between clients.

## Requesting Additional Services and Personnel

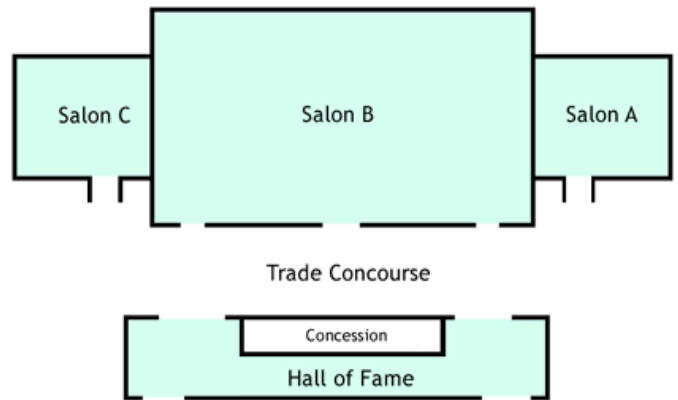
There are several different services and personnel that may be required to assist with your event, and in some cases, our rules and regulations require it. These additional services can include:

- \*food & beverage services, security, maintenance, box office, specialized support (contracted services for stage hands, rigging, spot lights/operators etc., St. John Ambulance, Cornwall Police Pay Duty.



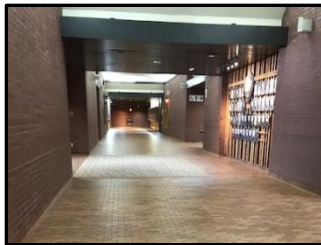
## Lower Level Meeting Rooms

The Lower Level of the Convention Centre features Salons ABC, the Trade Concourse and the Hall of Fame. These rooms are accessible from the main stairwell, two elevators and two interior stairwells. The building is completely handicap accessible.



### Salons A, B and C

The Salons offer an attractive and modern setting for meetings, banquets and receptions. The centre room, Salon B is the showcase room, with a beautiful walnut floor, and glass windows looking out onto a large patio, the St. Lawrence River and Lamoureux Park. The addition of Salons A and C, expand the room capability to 600 for banquets.



### Trade Concourse

The trade concourse is a large hallway with an expansive corridor, ceramic tiles and warm brick walls. Subtle lighting helps create a unique ambiance, and the concourse is an ideal "spillover area" for events in the Salons. Exhibitor's can set up tables along one side the wall to feature their goods and/or services.

### Hall of Fame

The Hall of Fame area houses the Cornwall Sports Hall of Fame, and offers an informal transition area between the Salons and the Arena itself. A full service concession opens onto the Hall of Fame room. The Hall of Fame is very popular as a reception room prior to holding a dinner in Salons ABC.



### Meeting Room ~ Capacities/Measurements

The following chart provides details as to the seating capacity and dimensions of the lower level rooms.

Room	Theatre Style	Banquets Receptions	Classroom Style	Width	Length	Square Feet	Ceiling Height	Rental Cost		
								Rate	HST	Total
Salons A,B,C	600	600	288	48'	185'	8800	11-12'	\$ 654.21	\$ 85.05	\$ 739.26
Salon A	100	90	48	40'	36'	1440	11'	\$ 93.46	\$ 12.15	\$ 105.61
Salon B	400	420	192	56'	106'	5936	12'	\$ 467.29	\$ 60.75	\$ 528.04
Salon C	100	90	48	40'	36'	1440	11'	\$ 93.46	\$ 12.15	\$ 105.61
Hall of Fame		200		22'	112'	2464	12'	\$ 233.65	\$ 30.38	\$ 264.03

## Upper Level Meeting Rooms

The Convention Centre has two meeting room options on the upper level (second floor) of the Civic Complex, both rooms, the McLeod Room, and the VIP Room/VIP Concourse offer fantastic views in a special waterfront setting.



**VIP Room**

**VIP Room**

**VIP Concourse**

**McLeod Room**

When your event calls for a special reception, our recommendation is the VIP Room/VIP Concourse. The VIP Room, with its panoramic view, features a board room style set up for 10 and a few leather couches for guests to sit back and relax. The VIP Concourse can easily accommodate a reception with portable bar for up to 100 guests. The McLeod Room features two walls with big windows overlooking the St. Lawrence River. The perfect room for a board meeting for 15-20 people!!

Our meeting rooms are suitable for banquets and informal dinners and seating can be tailored to your preference.

The following chart provides details as to the seating capacity and dimensions of the upper level rooms:

Room	Theatre Style	Banquets Receptions	Meetings Seminars	Width	Length	Square Feet	Ceiling Height	Rental Cost		
								Rate	HST	Total
VIP Room		10		20.5'	28.5'	584.25	8'4"	\$ 112.15	\$ 14.58	\$ 126.73
Vip Concourse		100		20.5'	91'	1865.5	8'	\$ 233.65	\$ 30.38	\$ 264.03
McLeod Room	30	15-20	15-20	19'	30'	570	9'	\$ 121.50	\$ 15.80	\$ 137.30

## Meeting Room ~ Decor Policy

If you are planning to decorate, please ensure that your decorator(s) and/or organizing committee members receive this notice before they begin.



The Cornwall Civic Complex & Convention will provide access to the banquet room the morning of your event to begin decorating of the facility. Should you require entry into the facility prior to this, please call Janice Robinson, Facility Rental Coordinator at (613) **930-2787** ext. **2543** to discuss availability. Please advise of your decorating plans/event set up to ensure there are no surprises at the last minute.

Please do **NOT** use any of the following:

- nails, screws, hooks on walls, ceilings or tables.
- push pins, thumb tacks, staples on walls, ceilings or tables.
- sticky tape or adhesive on wallpaper, including blue sticky stuff.
- confetti, rice, paper, popcorn.
- decorations such as straw, hay, pine boughs, leaves, tree branches.
- tape of any kind.
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### Helium Tanks & Balloons

- Any helium tank brought into the building must be secured upright on a dolly. Any tanks not secured on a dolly will not be allowed in the building.
- No individual balloons on a string are allowed to be given away in the Cornwall Civic Complex or the Ed Lumley Arena.

Please bring your own equipment such as string, ribbon, scissors, etc.

If you are supplying your own candles, please put something under them to catch the drips. All candles **MUST** have hurricane lamps around them. **No open flame candles are permitted due to fire regulations.**



### Flammable Decor

As per Fire Regulations, all flammable items for example: hay bales and trees branches, must be sprayed with a fire retardant product such as “**Class Fire Retardant**”. This is a specialty product that is available for purchase from Tenaquip in Cornwall, and requires up to two weeks order time. Class Fire Retardant eliminates flame spread on porous and combustible surfaces such as draperies, furniture, bedding, mattresses, carpet, cardboard, wooden structures and fixtures.

All decorations/rentals must be removed immediately following the event. The Cornwall Civic Complex & Conference Centre is not responsible for any lost, stolen or damaged decorations or rental items. **All decor must be removed as we have room changeovers daily.**

Should the decorator(s) not comply with this policy additional charges will be added to the clients invoice without notice.

### **Event Set Up**

Please advise of your set up plans in advance (no matter what your event is), especially if you are building custom sets or planning a trade show. There are many fire code regulations to follow and communicating your plans in advance will avoid any disappointment. Also, no exhibitors and/or displays can block any fire pull stations or fire hose stations in the convention centre/hallways. No doorways/exits can be blocked in any way. No hallways can be blocked with sets/tables, and an eight foot walkway must be kept open. Janice would be happy work with you to prepare a custom floor plan for your event.

### **Cornwall Civic Complex Equipment**

The Civic Complex has limited quantities of equipment on site such as tables, chairs, screens, overheads, extension cords, TV's etc. Please communicate your needs well in advance to ensure that the equipment is available for your event. Please note that the Civic Complex does not have an LCD projector/lap top on site, and it's up the client to rent this equipment at their expense.

The Civic Complex cannot guarantee the same number of tables for events from year to year as many get damaged, lost, etc. Please advise the Facility Coordinator a minimum of two weeks in advance of what your table requirements are, and she will advise how many the Civic Complex can provide for your event. If you require more tables than the Civic Complex has on hand, it is up to the client to rent the tables required at their expense.

### **Load-In/Load-Out**

Load-in and load-out must be through the zamboni area only. Groups will no longer be permitted to access load- in/load-out with vehicles on the patio area by Salon ABC. This is due to health & safety reasons.

### **Catering**

Anyone looking to book at the Cornwall Civic Complex for events of any kind, including weddings, conferences, trade shows & birthday parties, will be given a list of registered caterers that they can choose from. Clients will pay the current room rental rates to the Cornwall Civic Complex, and then the client can negotiate a deal with a caterer of their choice (from the registered list) with no percentages paid back to the City.

For caterers and local food service providers to be added to the City's list of caterers, all you have to do is register with the City's Purchasing Department and provide an up-to-date WSIB Form and a copy of your Certificate of Insurance in a minimum amount of five million dollars in all categories. Also required is a recent "pass" food establishment inspection report.

To register with the City's Purchasing Department, please contact Diane Leduc at (613) 930-2787 ext 2300 or e-mail [purchasing@cornwall.ca](mailto:purchasing@cornwall.ca)

### **Linens**

The client is responsible for renting table skirting/napkins at their expense. The City can order linens from Chez Lili on your behalf, and the cost will be added to your invoice.

### **Indemnification**

Any damage and or injury caused by decorating will be the responsibility of the applicant. Any mess made during the decorating must be cleaned up by the applicant and/or decorator before the event begins.

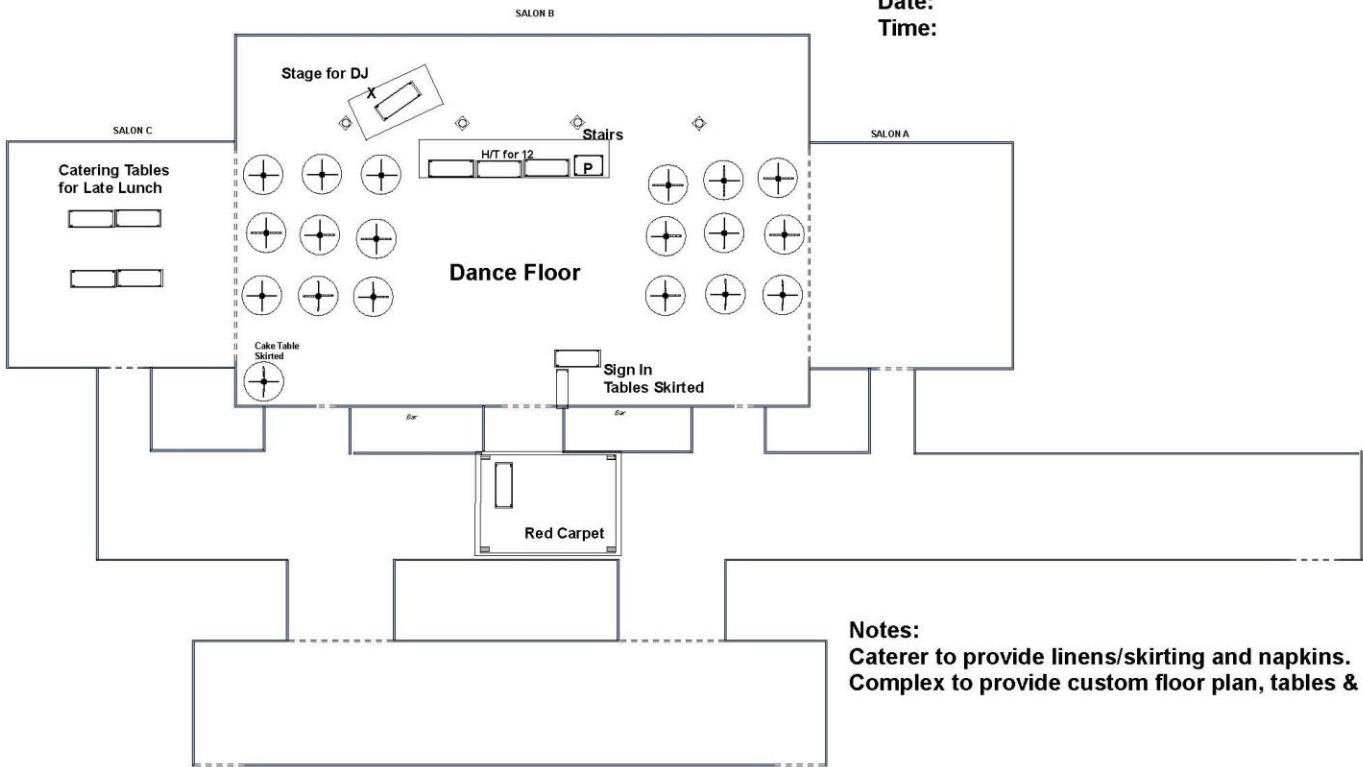
The applicant hereby agrees to indemnify and forever hold harmless the City of Cornwall, its officers, employees, contractors, agents and volunteers from and against any and all claims, actions, damages, liabilities, demands, suits, costs, and expenses including legal fees in connection with loss of life, bodily injury or loss or damage to the facility (property of the City), the applicant or others arising from or out of any occurrence arising from the sole negligence or misconduct of the applicant, its employees, agents, contractors, officers or those for whom it is in law responsible on or about the facility in respect of the occupancy or use of the facility by the applicant or occasioned wholly or in part by any act or omission of the applicant, its employees, agents, contractors, officers, artists or those for whom it is in law responsible on or about the facility in respect of the occupancy or use of the facility by the applicants, its officers, employees, agents, the artists, or other applicants or any other person hired by the applicant that are present or working at the event.

18 rounds of 10

Name: Sample Wedding Floor Plan

Date:

Time:



**Notes:**  
Caterer to provide linens/skirting and napkins.  
Complex to provide custom floor plan, tables & chairs.



## Complex Site Map and Driving Directions

The Civic Complex is located in Lamoureux Park, along the St. Lawrence River just south of Cornwall's downtown business district.

### From Ottawa

Take Highway 417 east to Highway 138. Proceed south to Cornwall. Turn right on Cornwall Centre Road, then left on Brookdale

Ave. Proceed South past the International Bridge. Brookdale turns left under the bridge and becomes Water Street. Proceed East.

### From Toronto

Take Highway 401 east to Brookdale Ave. exit. Proceed South past the International Bridge. Brookdale turns left under the bridge and becomes Water Street. Proceed East.

### From Montreal



Take Autoroute 20 or 40 west to Highway 401 then west to Brookdale Ave. Proceed South past the International Bridge. Brookdale turns left under the bridge and becomes Water Street. Proceed East.

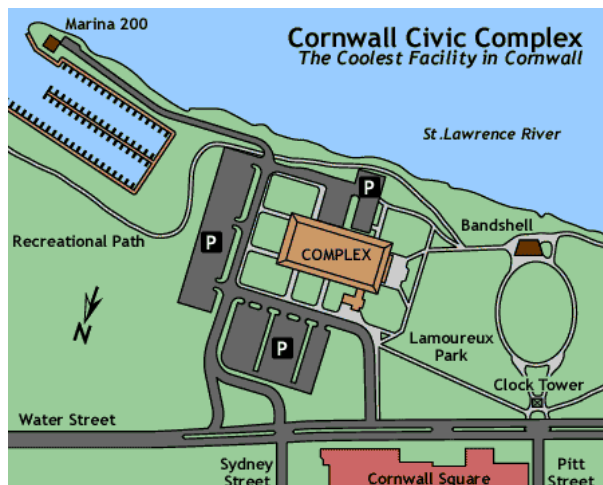
### From the New York State

Cross either at Thousand Islands or at Massena. If crossing at Massena, take International Bridge to Canada. At the end of the bridge, stay left in traffic circle until proceeding south on Brookdale Ave.

Brookdale turns left under the bridge and becomes Water Street. Proceed East.

## Your Contacts ...

For more information about holding an event at the Cornwall Civic Complex Complex & Convention Centre, please contact Janice Robinson, Facilities Rental Co-ordinator at (613) 930-2787 ext. 2543 or by e-mail at [jrobinson@cornwall.ca](mailto:jrobinson@cornwall.ca)



## Welcome to the Cornwall Civic Complex & Convention Centre...

One of the largest facilities in Eastern Ontario, the Cornwall Civic Complex is the place to be for...

**Concerts, Trade Shows, Sports Competitions, Business Meetings, Conventions and Special Events!**



Our highly versatile facility can play host to the most private of meetings as well as major community events such as concerts, conventions and professional sporting competitions.

The Ed Lumley Arena boasts a superior infrastructure including a variety of lighting options, state of the art rink boards and seating for up to 5800 people. Over the years it has played host to the Royal Bank Cup, Annual Watch Tower Conventions, as easily it has welcomed such international stars as Nickelback, Hedley and Riverdance. Trade shows, circuses, and the Special Olympics are just a sampling of the diverse events that have taken advantage of the 150,000 sq.ft. climate controlled facility.



However, the Civic Complex is much more than a simple arena.

With many meeting room combinations totaling an additional 23,000 sq.ft., the Complex also services as a major convention centre in Eastern Ontario. Situated in a picturesque waterfront setting at the edge of Cornwall's downtown shopping district, the Convention Centre can easily accommodate events ranging from small meetings to large weddings and conferences. Attached to the east end of the Civic Complex is the Cornwall Aquatic Centre. This beautiful facility houses a world class pool along with a water slide, toddler leisure pool and whirlpool.



The Convention Centre is capable of accommodating events ranging from executive board meetings to full scale conferences with hundreds of delegates. Our meeting rooms are tastefully appointed and can handle groups from 10 to 600 people.

Equipment is but a request away to suit your meeting requirements. The Convention Centre has basic audio-visual aids on hand such as flip charts, 10'x 10' screen, microphone & podium, to name just a few, and are available at no extra charge.

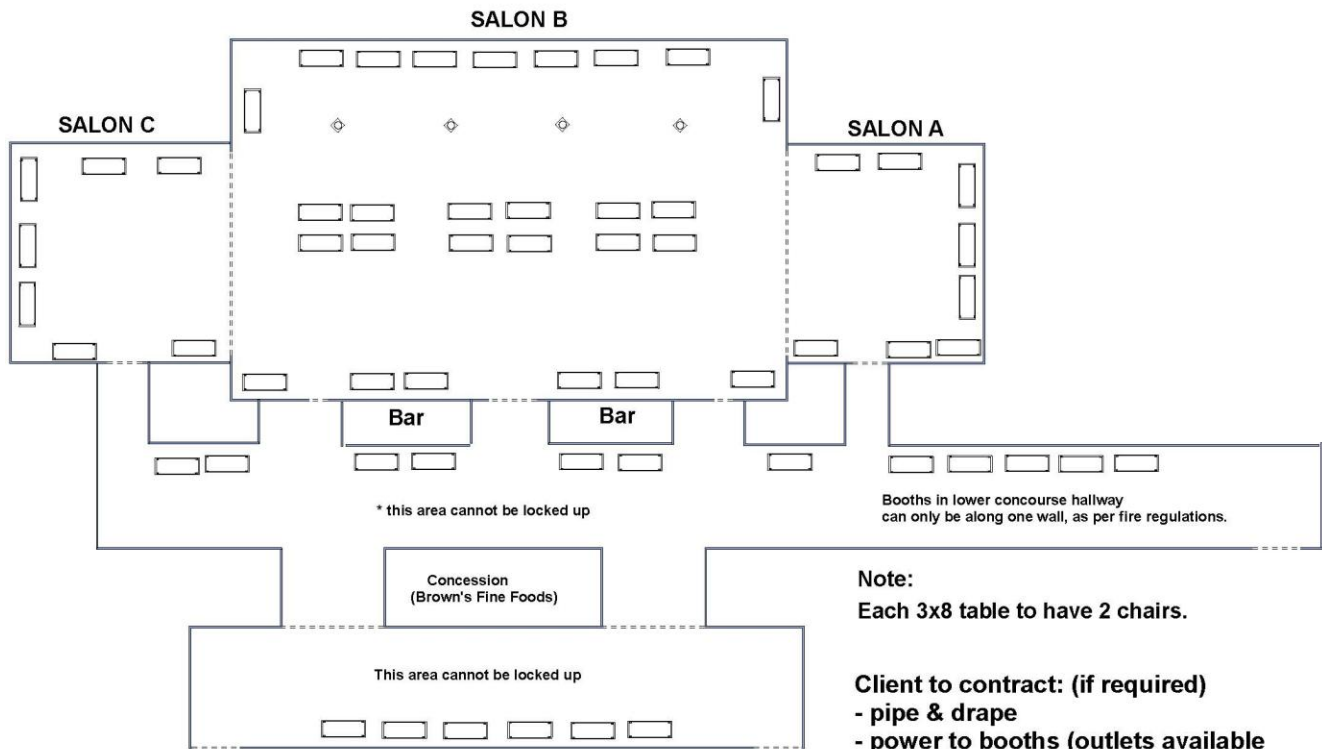
Catering your event is our pleasure. The Convention Centre has full banquet facilities and will prepare a full range of food & beverage services. Whether its coffee and juice, hot & cold hors d'oeuvres for a classic reception or a sumptuous banquet with all the trimmings, we're pleased to be your host.

## Trade Shows

The Cornwall Civic Complex is the perfect venue for holding a trade show. A sample floor plan is attached to assist you in planning for your event. Our floor plan was designed to meet approved room capacities and fire code. Call the Facilities Rental Coordinator and a custom floor plan can be created in minutes to suit the particulars of your event.



Sample Trade Show Set Up



**Note:**  
Each 3x8 table to have 2 chairs.

- Client to contract: (if required)**
- pipe & drape
  - power to booths (outlets available around the perimeter of the room only.
  - linens and skirting.
  - clients to bring extension cords.

**Catering:**  
Clients can choose a caterer of their choice from the City's list of registered caterers.