



The Laurentian Leadership Centre (LLC) of Trinity Western University, located at the historic J.R. Booth mansion (a registered historical site) in the heart of downtown Ottawa, offers a unique and attractive rental venue opportunity for both public and private sector groups. Each of the three rooms available are excellent reflections of the Queen Anne Revival architectural style, which are suitable for a variety of functions. Past uses of the facility have included general meetings, board retreats, dinners, receptions, and a variety of others. A virtual tour as well as other helpful information may be found by visiting our website at www.twu.ca/laurentian

ROOM DESCRIPTIONS:

Drawing Room (Function Room A)

Originally the Booth family drawing room, this room accommodates up to fifteen (15) people for relaxed discussion in comfortable couches and plush chairs. The room is dominated by an elegant Austrian crystal chandelier and marble fireplace.

Library (Function Room B)

This room was once the Booth family library and still contains built in book cases with historic glass doors. A beautiful stained glass window and marble fireplace highlight the adjoining alcove. The room has various configurations and can accommodate:

- Up to 50 people for a lecture or meeting
- Up to 20 people around seminar-style tables
- Up to 36 for a meal (6 round tables of 6 seats per table)

Dining Room (Function Room C)

This room, which served as a dining room for the Booth family, is highlighted by the marble fireplace and hand-carved mantle, antique buffet, and stenciled ceiling with silver chandelier. The room can accommodate up to 30 people for a meal and is often used for buffet style service.

RENTAL RATES

Half Day

Function Room A or C	\$175
Function Room B	\$250
Function Rooms A/B	\$350
Function Rooms B/C	\$350
Function Rooms A/B/C	\$400

Full Day

Function Room A or C	\$325
Function Room B	\$450
Function Rooms A/B	\$600
Function Rooms B/C	\$600
Function Rooms A/B/C	\$750

*** These rates include basic setup / takedown / clean-up***

Refreshments: \$2.50 per person per break (coffee, tea, ice water)

Butler's Pantry (side kitchen): \$100 per catered meal (use of dinner ware, cutlery, etc).

*note – Guests are free to choose from a list of caterers or provide their own.

Audio-Visual:

Equipment is available upon your request at the following rates per day or part thereof:

Keyboard	\$25.00
TV/DVD/VCR	\$30.00
Flipchart	\$15.00
Overhead Projector/Screen	\$20.00
LCD Projector/Screen	\$35.00
Projector Screen Only	\$10.00
Computer and/or internet access	\$35.00

Deposit:

A signed copy of the LLC Conference Agreement will be required (found on Website or by contacting Christie directly) at the time of deposit. A deposit of twenty-five (25%) percent of the forecasted invoice or \$200.00—whichever is greater—will accompany the Conference Agreement in order to confirm the rental.

Payment:

HST will be added to each rental. An invoice will be mailed to original contact person (unless otherwise specified at the time of rental booking). All payments are due within thirty (30) days from when the invoice is issued. Cheques are the preferred method of payment and can be made payable to the "Laurentian Leadership Centre". Please note that the LLC cannot accept payments using a credit card.

University policy does not allow for smoking or the use of alcoholic beverages on the premises.

No parking is available on site.

For all room rental questions and inquiries please contact:

Christie Esau, Administrative Assistant and Conference Coordinator

Phone: (613) 569-7511, ext. 5020

E-mail: Christie.Esau@twu.ca

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