



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 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		Full Day	
Function Room A or C	\$175	Function Room A or C	\$325
Function Room B	\$250	Function Room B	\$450
Function Rooms A/B	\$350	Function Rooms A/B	\$600
Function Rooms B/C	\$350	Function Rooms B/C	\$600
Function Rooms A/B/C	\$400	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)

If you would like to rent the 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 Data Projector/Screen	\$35.00
Computer and/or internet access	\$35.00

Deposit:

A Credit Card number will be used to confirm and guarantee your room rental. Please note that the card will not be charged.

A signed copy of the LLC Guest Agreement will be required (found on Website or by contacting the Administrative Assistant directly) at the time of deposit.

Payment:

GST 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 30 days from when the invoice is issued. Cheques are the preferable method of payment and can be made payable to the "Laurentian Leadership Centre".

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:

Administrative Assistant
Phone: (613) 569-7511 ext 5020
E-mail: LLCAdmin@twu.ca
www.twu.ca/laurentian