

## Room Descriptions

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. Past uses of the facility have included general meetings, board retreats, dinners, receptions, filming, and a variety of other uses.

### Drawing Room (Room A)

Originally, the Booth family drawing room, this room accommodates up to fifteen (15) people for a relaxed discussion on comfortable couches and plush chairs. An elegant Austrian crystal chandelier and marble fireplace are featured in this room.

### Library/Ballroom (Room B)

This room was once the Booth family library and still contains built-in bookcases 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 24 for a meal (4 round tables of 6 seats per table)

### Dining Room (Room C)

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

Please Note: Alternative room configurations are possible, but must be arranged by contacting the Business Coordinator directly.

## Rental Rates

25% DISCOUNT FOR REGISTERED CHARITIES

### Half Day

Function Room A or C	\$200
Function Room B	\$275
Function Rooms A/B	\$400
Function Rooms B/C	\$400
Function Rooms A/C	\$325
Function Rooms A/B/C	\$475

### Full Day

Function Room A or C	\$350
Function Room B	\$475
Function Rooms A/B	\$650
Function Rooms B/C	\$650
Function Rooms A/C	\$525
Function Rooms A/B/C	\$825

*These rates include basic setup, take down and clean up. University policy does not allow for smoking or the use of alcoholic beverages on the premises. **No parking is available on site.***

## Additional Rental Items

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

**Butler's Pantry (side kitchen):** \$100 per catered meal (use of dinnerware, 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:

Conference WIFI	Included in room rental
Flipchart	\$15.00
LCD Projector & Screen	\$35.00
Projector Screen Only	\$10.00
Laptop Computer Rental	\$25.00
Speakers rental	\$10.00

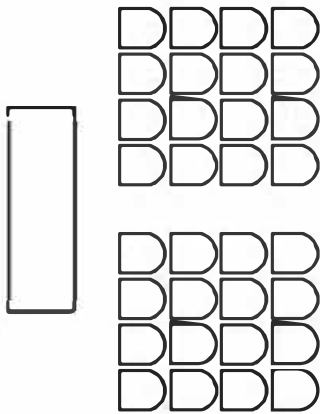
**Deposit:**

A signed copy of the LLC Conference Agreement will be required at the time of deposit. A non-refundable deposit of twenty-five (25%) percent of the initial invoice or \$200.00—whichever is greater—will accompany the Conference Agreement in order to confirm the rental. The LLC or TWU may choose to waive this deposit on a case-by-case basis.

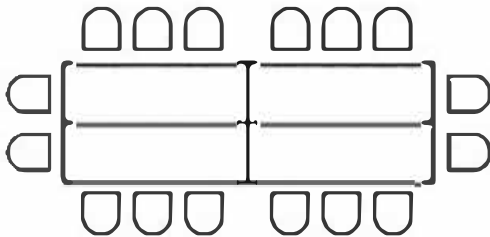
**Payment:**

HST will be added to each rental. An invoice will be sent to the original contact person. All payments are due within thirty (30) days of the invoice date. Cash or cheques payable to the “Laurentian Leadership Centre” are acceptable. The LLC can accept payments by credit or debit in person only.

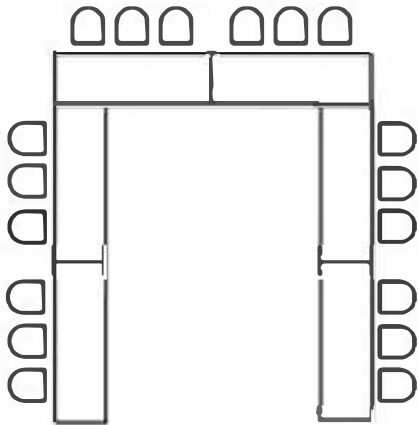
# SEATING PLANS



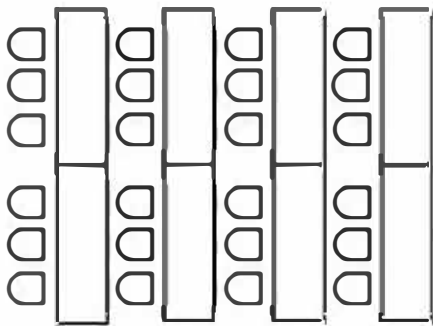
LECTURE STYLE



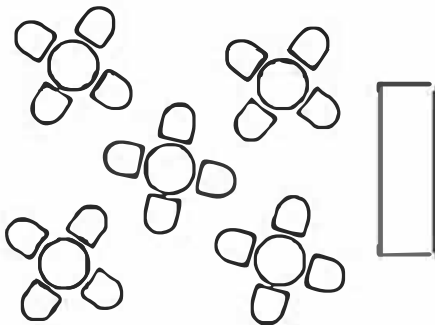
BOARDROOM STYLE



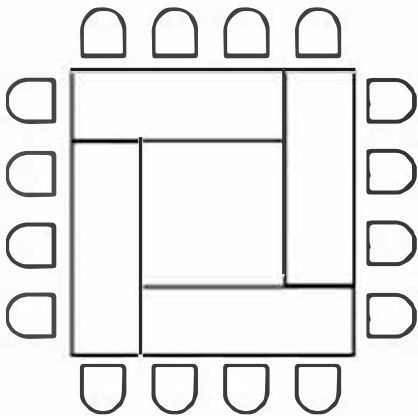
U SHAPE



CLASSROOM



CABARET



HOLLOW SQUARE