

380 Cook St Victoria BC V8V 3X7

Phone: 250-384-6542 Email: executivedir@csvac.ca Cook Street Village Activity Centre

# Rental Information

A Great Place To Rent



Check out what we can do for you!

380 Cook St., Victoria, BC, V8V 3X7

Cook Street Village Activity Centre (CSVAC) is in the heart of the Cook Street Village. The Centre can be easily accessed by public transit, and It is only steps away from local eateries and boutique shops. Around the corner is Beacon Hill Park and the Dallas Road waterfront. The facility is away from the hustle and bustle of the downtown scene; yet only a short five minute drive from downtown.

Consider the CSVAC for your next conference, recital, or workshop. The Centre welcomes individuals, non-profit organizations, groups, and businesses the opportunity to rent space that will make you feel relaxed as you enter the village and our facility.

You will be able to select from multiple meeting rooms, a cozy lounge, or a spacious auditorium with stage. A commercial kitchen, games room, and computer lab (founders room) are also available upon special arrangements. All room layouts can be altered to fit the needs of your group. Suggested room layout capacities are estimates with fire regulations being the maximum number of people in each space. If you would like to place something in our walk-in cooler this may be possible to arrange. Please note that all people/groups that want to book space at CSVAC will need to have liability insurance.

We offer discounted rates for several groups including: members, non-profit organizations, and long term rentals. Ask us for more details as all prices listed are the regular hourly rates.

We hope that you will stop by for a tour and to see how we can meet your needs for your event.

### COOK STREET VILLAGE ACTIVITY CENTRE

Set Up/Take Down Do your own or have our staff set up for you. Standard set up included.		Beverage Trolley Have our kitchen provide your tea and coffee. Goodies may be available upon request	
1-50 theatre style	\$15.00	50 cup urn	\$25
1-50 boardroom, classroom	\$26.25	30 cup urn	\$15
51-80 theatre style	\$52.50	100 cup urn	\$40
51-150 boardroom, classroom	\$78.75	Second urn addition	nal \$10
		Ask us about food	or goodie pricing
Parking Convenient parking on site and in the neighbourhood. Ask us for a map of open parking that is close to the Centre		Audio Visual and Equipment We have great rates if you need AV or other equipment for your event or meeting.	
Up to 12 chaose port to building		Sound system	Microphones
	Up to 12 spaces next to building Plenty of parking within a 5 to 10 minutes walk		Projector Screen
			Portable White Board
		Podium	
Accessibility The building is an accessible building. Single story facility Automatic building doors Easy open door buttons on bathrooms Wider bathroom stalls		Dry Facility We do not allow alcohol at our Centre unless variance obtained. Request must be in writing. Allow at least one month to obtain variance from Board of Directors. If a variance is granted then copy of Serving It Right certification for all servers and a copy of the liquor license must be provided at least one week prior to event	
Payment Options We making paying for your rental easy. Ask us about our over the phone options and long term rental arrangements		Book Today Contact us by phone, email, or sto by for a tour and to talk with us about the space(s) that could work for you.	
Visa Master	Card	Carol Turnb	ull, Executive Director
Debit Cash		25	0-384-6542
Cheque: please make payments to		executivedir@csvac.ca	
Cook Street Village Activity Centre		380 Cook St.	

#### FOR INFORMATION OR TO BOOK: 250-384-6542



Founders Room Ideal for a small group, break out space or meeting Includes: white board, tables, chairs Standard Set Up: Board Room style

Room size: 11' x 27' Fire Capacity: 14 Capacity: 14 board room, 14 theatre, 8 classroom, 12 banguet Non-Profits: \$15.75 an hour For Profits: \$21 an hour

This is our community living room. A great space where everyone will enjoy the comfort of home. Includes: easy to move wing chairs, gas fireplace Standard Set Up: Living Room style

Room Size: 22' x 26 1/2' Fire Capacity: 25 Capacity: 12 boardroom, 35 theatre, 24 classroom, 16 banquet Non-Profits: \$31.50 an hour For Profit: \$42 an hour

### Kitchen

Lounge



Commercial kitchen can be rented under special circumstances. All people using our kitchen must have a minimum of FoodSafe Level 1 and at least one person with experience in a professional kitchen.

Capacity: 6 people Non-Profits: \$20 an hour Fire Capacity: 6 For Profit: \$25 an hour

#### COOK STREET VILLAGE ACTIVITY CENTRE



Cook Street Activity Centre has been a pleasure to work with. Staff and volunteers are friendly and accommodating. Everyone feels welcome. Volunteer Victoria

Our group appreciates the opportunity to meet in such a pleasant and welcoming space. The wifi enables us to collaborate on research during our meetings in a room that is quiet, clean & staffed by friendly, helpful people. It is affordable for small non-profit groups. A bonus is that the scones are excellent! Genealogy Trackers

We can't imagine being anywhere else. It's the perfect location and great energy. It's perfect for everything we do. We have been here since 2012. Centre for Inspired Living

The space really works for us. It's great. We love being here. Senior Men's Life Enhancement



## What We Can Do For You

### **Included Items:**

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With all of our rentals, whether long term or for a single event we include several items that will help make your event run smoothly.



- Your contract will be prepared as soon as possible and emailed to you
- Over the phone payment
- ♦ Access to our Wi-Fi
- ♦ Tables and chairs
- Staff for short term and one time rentals

### What We Need From You:

To ensure we can prepare the necessary documents quickly and easily we need the following information for all rentals:

- Contact person: name, title, business name (if applicable), mailing address, telephone/cell number, email address
- Date of the rental request
- > Type of function you plan to host i.e. meeting, dinner, fundraiser, recital
- Number of people you expect
- Start and end times of your event
- Set up and take down needs
- Additional rental details
- A copy of your liability insurance



Spaces





COOK STREET VILLAGE

**ACTIVITY CENTRE** 

Auditorium A great space for large groups or if you need a big space.

Includes: stage, podium, tables, chairs.

Room Size: 60' x 40'	Fire Capacity: 150			
Capacity: 74 boardroom, 150 theatre, 48 classroom,				
120 banquet, 90 cabaret				
Non-Profits: \$52.50 an hour	For Profit:\$78.75 an hour			



### Craft Room

The perfect size for most meetings and discussion groups. Includes: tables, chairs, whiteboard, sink Standard Set up: Boardroom

Room Size: 14 1/2' x 27'Fire Capacity: 35Capacity: 14 boardroom, 35 theatre, 20 classroom,16 banquetNon-Profits: \$21 an hourFor Profit: \$31.50 an hour



### Games Room

The best place for a games night or meeting. A fun multi-purpose space. Includes: billiards/snooker table, tables, chairs, whiteboard Standard Set up: Banquet Style

Room Size: 20 'x 20'	Fire Capacity: 40				
Capacity: 24 banquet, 12 boardroom, 40 theatre,					
16 classroom					
Non-Profits: \$31.50 an hour	For Profit:	\$42 an hour			