

# Community Halls & Meeting Rooms



## Artillery Park Aquatic Centre Meeting Rooms

Location: 382 Bagot Street  
Building Hours: Monday-Friday: 6:00am to 10:00pm  
Saturday-Sunday: 8:00am to 8:00pm

### Pool Side

Occupancy: Up to 20 Persons depending on setup requirements  
Notes: Viewing window (pool) – Reception area adjacent, whiteboard and TV

### Multi-Purpose Room

Occupancy: Up to 100 Persons depending on setup requirements  
Notes: Projector and screen, sink, small fridge, microwave, counter, rubber-flex floor

### Boardroom

Occupancy: Up to 10 Persons  
Notes: Boardroom table and seating, whiteboard, TV

## INVISTA Centre Meeting Rooms

Location: 1350 Gardiner's Road  
Building Hours: Monday-Sunday: 5:30 am to 12:30am  
Note: All food and beverages must go through Concessions Group Canada. Please contact them at [info@concessions.ca](mailto:info@concessions.ca) or: 1-844-806-6524

### Meeting Room A

Occupancy: Up to 65 Persons depending on setup requirements  
Notes: Lower level

### Meeting Room B

Occupancy: Up to 55 Persons depending on setup requirements  
Notes: Lower level – view of Ambassador Rink

### Meeting Room AB

Occupancy: Up to 120 Persons depending on setup requirements  
Notes: Lower level – view of Ambassador Rink, room can be divided into two sections

### Meeting Room C

Occupancy: Up to 140 Persons depending on setup requirements  
Notes: Lower level – adjacent to RONA Rink, fireplace, recommended for skating

parties

## **Cataraqui Community Centre**

Location: 1030 Sunnyside Road  
Building Hours: Please confirm with Facility Booking Office  
Note: All food and beverages must go through Concessions Group Canada. Please contact them at [info@concessions.ca](mailto:info@concessions.ca) or via phone: 1-844-806-6524

### **Cloverdale Hall**

Occupancy: Up to 270 Persons depending on setup requirements  
Notes: Upper level, private washroom facilities, viewing windows overlooking Cataraqui Ice Pad, accessible

### **Sunnyside Hall**

Occupancy: Up to 170 Persons depending on setup requirements  
Notes: Upper level, private washroom facilities, viewing windows overlooking Kinsmen Ice Pad, accessible

### **Conference Room**

Occupancy: Up to 70 Persons depending on setup requirements  
Notes: Main level

## **Portsmouth Olympic Harbour**

Location: 53 Yonge Street  
Building Hours: May 1 to December 31: 9:00am to 7:00pm  
January 1 to April 30: Seasonal Hours  
Note: All food and beverages must go through Harbour Restaurant at 613-549-4440

### **Lobby Lounge**

Occupancy: Up to 15 Persons depending on setup requirements  
Notes: Large boardroom table

### **Front Lounge**

Occupancy: Up to 70 Persons depending on setup requirements  
Notes: Suitable for meetings and training sessions

### **Press Lounge**

Occupancy: Up to 170 Persons depending on setup requirements  
Notes: Suitable for meetings and training sessions

### **Sailroom**

Occupancy: Up to 884 Persons depending on setup requirements  
Notes: Drive in access, suitable for dances, craft fairs and trade shows

## **Rideau Heights Community Centre**

Location: 85 McCauley Street  
Building Hours: Monday Sunday 8:00-9:00 pm

### **Multi-Purpose room**

Occupancy: Up to 25 people seated depending on set up  
Notes: Smart Board

### **Large Hall**

Occupancy: Up to 56 seated depending on set up  
Notes: Sound room, kitchen beside room with pass through window, in ceiling screens and mounted projectors

### **Senior Youth Rooms (PODS)**

Occupancy: 1 POD-15 seated, two PODS 30 seated, all three PODS 45 seated depending on set up  
Notes: POD A & C have sinks

## **Other Halls and Meeting Rooms**

### **Reddendale Hall**

Location: Centre 70 Arena, 100 Days Road  
Occupancy: Up to 170 Persons depending on setup requirements  
Notes: Upper level, private washroom facilities, viewing windows overlooking Centre 70 Ice Pad, accessible. All food and beverages must go through Concessions Group Canada. Please contact them at [info@concessions.ca](mailto:info@concessions.ca) or via phone: 1-844-806-6524

### **City Hall Meeting Rooms**

Location: 216 Ontario Street  
Notes: City Hall has a number of rooms available for meetings. Please contact the Special Events Office for booking – 613-546-4291 extension 1801

### **Please note:**

- Hours of operation are subject to change without notice.
- All rentals require insurance.
- All rentals are subject to applicable taxes.
- Rental rates and fees are set by City of Kingston Bylaw 2005-10. Staff do not have the authority to waive fees.
- Equipment rentals are available at certain locations.
- Setup includes up to 50 chairs and 20 tables where available. Additional tables and

chairs may be available for rent.

- Some rentals will require additional licenses and permits. For more information please contact the Facility Booking Office.
- Hours outside of our normal hours of operation are subject to pre-approval, are not guaranteed, and are subject to any/all applicable overtime fees.
- Access to meeting rooms will only be provided during the hours booked. If additional time is required for setup/removal it will need to be booked.

Please contact the Facility Booking Office at 613-546-4291 extension 1800 for additional information and Booking Request Forms. Fax Number: 613-384-3055.