



Community Halls and Meeting Rooms

Artillery Park Aquatic Centre Meeting Rooms

Location: 382 Bagot Street
Phone: (613) 546-4291 Extension 1700
Hours: Mondays to Fridays – 6 a.m. to 9 p.m.
Saturdays and Sundays – 8 a.m. to 8 p.m.

Pool Side

Occupancy: 20 People Seated
Notes: View of Pool

Multi-Purpose Room

Occupancy: 50 People Seated
Notes: Rubber-Flex Floor

Boardroom

Occupancy: 10 People Seated
Notes: Boardroom Table with Seating

Centre 70

Location: 100 Days Road
Hours: Please confirm with the Facility Booking Office:
(613) 546-4291 Extension 1800



Reddendale Hall

Occupancy: 100 People Seated

Notes: Upper Level, Private Washrooms, View of Rink

City Hall

Location: 216 Ontario Street

Hours: Please contact the Special Events Office:
(613) 546-4291 Extension 1801

Memorial Hall

Occupancy:

Notes:

Portsmouth Olympic Harbour

Location: 53 Young Street

Hours: Please contact the Office: (613) 546-4291 Extension 3152
Fuel Dock: (613) 546-4291 Extension 1827

Lobby Lounge

Occupancy: 40 People Seated

Notes: Boardroom Table



Front Lounge

Occupancy: 70 People Seated

Notes:

Press Lounge

Occupancy: 100 People Seated

Notes:

Sailroom

Occupancy: 884 People Seated

Notes: Drive-in access, Fairs & Trade Shows

The Cataraqi Community Centre Meeting Rooms

Location: 1030 Sunnyside Road

Hours: Please confirm with the Facility Booking Office:
(613) 546-4291 Extension 1800

Cloverdale Hall

Occupancy: 100 People Seated

Notes: Upper Level, Private Washrooms, View of Rink



Sunnyside Hall

Occupancy: 100 People Seated

Notes: Upper Level, Private Washrooms, View of Rink

Conference Room

Occupancy: 25 People Seated

Notes: Main Level

The INVISTA Meeting Rooms

Location: 1350 Gardiners Road

Phone: (613) 546-4291 Extension 1800

Hours: Mondays to Sundays – 8 a.m. to 8 p.m.

Please Note: ALL food and beverages must go through The INVISTA Centre vendor HAYMAKERS. They can be contacted at MerchantDave@iCloud.com.

Hall A&B

Occupancy: 75 People Seated

Notes: Main Level, Room can be divided into 2 sections, View of a rink



Hall A

Occupancy: 40 People Seated

Notes: Main Level

Hall B

Occupancy: 35 People Seated

Notes: Main Level, View of a rink

Hall C

Occupancy: 75 People Seated

Notes: Main Level, Fireplace Right beside a rink –
Recommended for skating parties

The Kingston East Community Centre Capacities

Location: 779 Highway 15

Phone: (613) 546-4291 Extension 2000

Hours: Mondays to Fridays – 6 a.m. to 9 p.m.
Saturdays to Sundays – 8 a.m. to 8 p.m.

Meeting Room 1

Occupancy: 22 People Seated

Notes: Sink, projector and laptop hook-up



Meeting Room 2

Occupancy: 37 People Seated

Notes: Sink, projector and laptop hook-up

Meeting Room 3

Occupancy: 40 People Seated

Notes: Sink, projector and laptop hook-up

Meeting Room 2 & 3

Occupancy: 77 People Seated

Notes: Sink, projector and laptop hook-up;
Divider panel opens into one large room

Hotelling Office 2 or 3

Occupancy: 2 People Seated

Notes: Desk and 2 chairs

Full Gym

Notes: 1 volleyball court; 3 pickleball/badminton courts
Equipment/Play carts are available free of charge



Half Gym

Notes: 1 pickleball/badminton court

Kitchen

Occupancy: 12 People

Notes: Access to all equipment;
Window through to meeting room #2 and hallway

The Rideau Heights Community Centre Capacities

Location: 85 MacCauley Street

Phone: (613) 546-4291 Extension 1900

Hours: Mondays to Fridays – 8 a.m. to 9 p.m.
Saturdays – 9 a.m. to 10 p.m. Sundays – 8:30 a.m. to 4:30 p.m.

Large Hall

Occupancy: 56 People Seated

Notes: 2 projectors and laptop hook-up on each side of the room

Multi-Purpose Room

Occupancy: 25 People Seated

Notes: SMART Board and screen



Pod 1 – A, B or C

Occupancy: 15 People Seated

Notes: Sink in Pod A & C and access to a 52” TV if available

Pod 2 – A/B, A/C or B/C

Occupancy: 30 People Seated

Notes: Sink in Pod A & C, the room can be divided into two small rooms or open to one medium-sized space and access to a 52” TV if available

Pod 3 A/B/C

Occupancy: 45 People Seated

Notes: Sink in Pod A & C, the room can be divided or open to one large space or two medium-sized spaces and access to a 52” TV if available.

Full Gym

Notes: Bleachers and equipment/play carts are available free of charge;
1 volleyball court; 3 pickleball/badminton courts

Half Gym

Notes: 1 pickleball/badminton court



Kitchen

Occupancy: 8 People

Notes: Access to all equipment; Window through to large hall

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 The 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 upon request
- 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).