



MOUNT MCINTYRE

Grey Mountain Room & Kitchen

Facility Booking Agent ~ 867-633-8518 ~ recbookings@whitehorse.ca



BOOKING INFORMATION

This facility is operated as a community hall; no staff member is on site unless requested. Set up, take down and clean-up is the responsibility of the renter and must be included in booked time. We recommend you tour the facility before planning your event. A valid credit card is required as a damage deposit for all bookings.

Floor space = 2939 sq. ft. (14.9 m x 18.3 m = 273m²)

Suggested Seating Capacities – floor plans available			
Seated event with physical distancing		*50	
Standing room capacity	300	Banquet style*depending on setup	160
Theatre style (chairs only)	220	Classroom style	112

Amenities include with Room Rental

- Wall mounted pull down screen
- First Aid Kit
- 2 Flipchart stands
- Free Wi-Fi
- Tables and chairs available to use:
 - 20 round tables, 5 ft diameter, seat 6-8 people
 - 20 rectangular tables 2½ ft x 6 ft, seat 6-8 people
 - Chairs for 200

Renter is responsible for all setup and takedown and must include this within booked time.

Booking Fees (plus GST)

Grey Mountain Room	\$47.62	Per hour	*Items must be picked up and returned to CGC Reception along with access keys. All equipment extras must be reserved ahead of time to ensure they are available.
Kitchen	\$23.81	Per hour	
Podium	\$12.14	each	
Digital Projector*	\$24.29	each	
Portable Power Box (60 amp / 240 volts)	\$102.19	each	
4 x 8 Stage Riser (2 available)	\$57.14	each	



IMPORTANT INFORMATION FOR THE RENTER

COVID Event Protocol

Renters must comply with any Yukon guidelines regarding events, gatherings, or food service as posted by Yukon Government www.yukon.ca/covid-19. Please plan on bringing your own hand sanitizer and disinfectant required during your event. The adjacent Curling Club lounge is restricted to members only.

Key & Security Code Access

Keys with instructions for the security system can be picked up at CGC reception desk just prior to your booking. Keys must be signed out by the person named on the rental agreement and be returned after the event. Picture identification is required when signing out keys.

Kitchen Amenities

Access to the kitchen can be added to a Grey Mountain Room booking. Use of kitchen includes stoves, sinks, dish sanitizer, fridge and counter space to be used as a prep area. All food service and serving dishes must be provided by the renter. Renters can apply for a valid temporary food permit specific to your event (<http://www.hss.gov.yk.ca/environmentalfood.php>) for a license to use the kitchen and is required for any public food service. *Note that due to COVID, buffet serving is not recommended at this time.*

Parking Lot and Shared Entrance

Renters should only be setting up in the Grey Mountain Room. The main entrance is shared space and must remain clear at all times in case of emergencies. Parking is available on a first-come-first-serve basis for the general public. All public and renters must adhere to parking designations. If your event requires exclusive use of the parking lot that would eliminate public parking space, permission from the city must be granted and rental fees will apply.

Renter Etiquette

Be aware that sound carries easily between the grey mountain room and the curling club lounge. If you expect a loud event, please check in with the curling club prior to the event to ensure the sound between both venues doesn't conflict.

It is not appropriate to enter the Curling Club lobby or washrooms as overflow space. The only shared use is for an accessible washroom, otherwise that is private space open to Curling members only.



Phone Access

There is a phone located in the Grey Mountain Room that renters can use to make local calls. Please dial '9' then the number to make an outgoing call. The phone is toll restricted and does not allow outgoing long distance calls.

Liquor License and Damage Deposit

A \$500 damage deposit is required when serving alcohol at your event. The Grey Mountain Room is licensed for a capacity of 261 for events serving liquor. The renter has two options for serving alcohol during a private function at Mount McIntyre:

Option #1:

Complete an Authorization to Obtain Liquor Use Permit (included in this package) to obtain a Special Occasion Permit or Reception Permit from the Yukon Liquor Corporation / 9031 Quartz Road / 867-667-5245 / www.ylc.yk.ca.

Option #2:

Contact the Whitehorse Curling Club at 667-2875 or info@whitehorsecurlingclub.com to negotiate bar and bartending services.

HELP FOR FINDING THE EXTRA'S FOR YOUR SPECIAL EVENT

(This is a sample listing, and by no means exhaustive)

Alpine Bakery	Catering	867-668-6871
Consumer and Corporate Affairs	Gaming Permits	867-667-5111
COVID Yukon InfoLine	COVID non-medical questions	1-877-374-0425
Fox and Goose Catering	Catering	867-689-7921
Fun and Games	Party Equipment Rentals	867-336-8888
Marsh Lake Tents & Events	Event Planning/Rentals	867-633-4500
Mosaic Communications & Event Mgmt.	Event Planning	867-334-4770
Omni Productions	Sound Systems	867-667-2600
Plantation Flowers & Gifts	Décor	867-667-7177
Subway	Catering	867-668-6889
Unitech	Sound Systems	867-667-6500
Whitehorse Cross Country Ski Club	Lease Holder in Facility	867-668-4477
Whitehorse Curling Club	Lease Holder in Facility	867-667-2875
YG Environment Health Services	Food Permits	867-667-8391
Yukon Liquor Corporation	Liquor Permits	867-667-5245
Yukon Spring	Water bottles or coolers	867-633-3877



Grey Mountain Room Renter's Checklist

Before your event:

- Review – Sign – and Return rental contract to CGC booking office. Ensure you have booked all times, facilities, and equipment extra you will want access to.
- Confirm any extra amenities required for your event and note any included on your rental contract.
- Provide a valid credit card number for damage deposit and payment.
- Secure permits for serving alcohol or food, as required.
- Coordinate with any outside contractors for other services required.
- Optional: schedule a viewing of the facility.

During your event:

- Sign out a key and alarm code from CGC Reception.
- Follow directional signage for entry/exit point
- Set up tables and chairs, available in attached storage room.
- Do not block any emergency exits or prop open any doors.
- Be sure to post all required permits in a visible location.
- The person named on the rental agreement is responsible for the banquet room and kitchen for the duration of the booking times as outlined in the rental agreement.

★ Kitchen Use: exhaust fan is on a motion sensor – light must be green for fan to work (simply move around until red light turns green, then turn exhaust fan on). Follow instructions posted for dish washer. Leave ovens clean and fridge empty.

After your event:

- Wipe down all tables and chairs – *Leave out for nightly cleaning*
- Remove all decorations used for your event
- Collect and bag all garbage, compost and recyclables. Garbage, compost and cardboard recycling bins are provided outside the main entrance. Other recycling can be left bagged in the room for janitors to collect.
- Clean the areas and remove all personal items – don't forget the fridge!
- Turn off dish sterilizer and exhaust fan if kitchen was used.
- Check that facility is clean and tidy, advise CGC staff if there are any damages or cleaning concerns.
- Set alarm & lock all doors to Grey Mountain Room and kitchen.
- If no one else is in Curling Club, then set alarm in lobby and lock all doors.**
- Return key to CGC and report any concerns to staff.

Renter is responsible for any damages caused during the event or from not securing the facility when leaving.