

FRANK SLIM BUILDING FIREPLACE ROOM AFTER HOURS INFO

This facility operates as a community hall and no staff member is on-site. The renter is responsible for set-up, take-down and clean-up, which must be included in the booked time.

The Fireplace Room can be reserved anytime from **4:00 PM to 11:30 PM** based on availability.

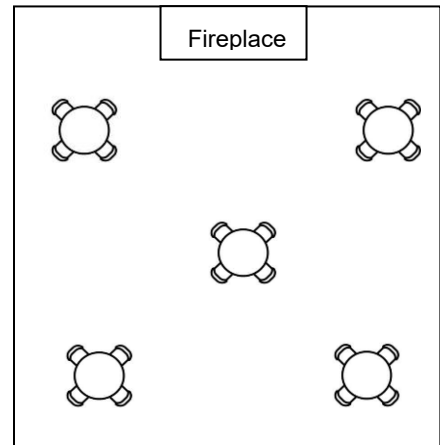
A \$500 damage deposit is required for all bookings and can be by credit card, cheque or cash.

Floor Space = 825 sq. ft.

- Seating Capacity:
 - 30 people – but CURRENT set up has 5 tables with 4 chairs at each table (see diagram)
 - 45 people – without tables and with additional chairs
- Standing Capacity:
 - 50 people – without tables and chairs

Amenities Include – Wifi, propane fireplace, indoor washrooms, tables and chairs.

Fireplace Room Layout



Up to additional 25 chairs can be requested a day prior to the booking.

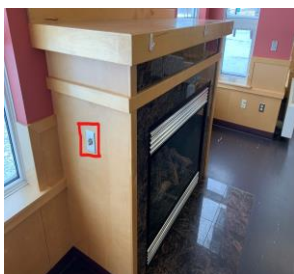
Fees includes gst - Non-profit: \$47.12 (hourly) Profit: \$94.26 (hourly)

Key and Security Code Access - Key, along with security system instructions, can be picked up one day before your booking from either the parks admin office or a parks attendant. A valid photo ID is required for key sign-out.

When picking up the key, the parks attendant will provide a tour of the facility and this handout.

Key must be returned the following day.

Fireplace - To use the fireplace, set the timer. The timer is located on the left of the fireplace as seen in the picture.





Contact Us ~ parks@whitehorse.ca

Shipyards Park, Frank Slim Building and Parks Admin Office Located at 100 – 1 Ogilvie Street


Parks Admin Office ~ 867-668-8325 ~ Monday to Friday, 9 am – 3 pm

Parks Attendant – 867-335-1707 ~ Monday to Friday, 9 am – 4 pm ~
Saturday and Sunday, 11 am – 4 pm



Frank Slim Building - Security System **ENTRY**


UNLOCKING THE DOOR:

 The key grants access **only** to the **side entrance** leading to the hallway.

DISARMING THE ALARM:

- 1. Keypad Location:** Right of the main entrance double doors.
- 2. Alarm Activation:** A red light and continuous tone mean the alarm is armed. Enter your **4-digit security code** within **60 seconds** to disarm it.
- 3. Incorrect Code?** Press #, then re-enter the **4-digit code** correctly.
- 4. Disarmed:** The alarm stops and the keypad light turns **green**.


Need Help?

 **After-Hours Assistance:** City's Trouble Line
867-667-2111



Frank Slim Building - Security System **EXIT**

BEFORE ARMING THE ALARM:

 Ensure **everyone** has exited the building!

ARMING THE ALARM:

1. Enter your **4-digit code**, then press **“0”** when prompted.
2. The keypad will **chirp**, indicating a **180-second delay** before the alarm activates.
3. **Exit and Secure:** Lock the side entrance door and double-check exterior doors before leaving.



AFTER YOUR EVENT...

- ✓ Set alarm and lock the main side door to the building
- ✓ Close any windows that you opened
- ✓ Return key to the parks admin office or parks attendant the following day

*Renter is responsible for any damages caused during the event from not securing the building when leaving