MOUNT MCINTYRE

Grey Mountain Room (GMR) & Kitchen

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

Whitehorse
THE WILDERNESS CITY

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 damage deposit is required for all bookings. This can be in the form of credit card, cheque, EFT or cash of $500.

We require 7 days' notice for new booking requests and adding time to an existing contract.

Floor space = 2939 sq. ft.

Maximum Permissible Occupant Load			
Standing Only	450	Any Combination of Tables and Chairs	280
Seating Only	340		

Amenities included with room rental

Wall mounted pull down screen, flipchart stand, free Wi-Fi, first aid kit, tables and chairs (19 round tables, 25 rectangular tables, and chairs for 200). The renter is responsible for all set-ups and takedowns and must include this within booked time.

Booking Fees (plus GST)

Grey Mountain Room – Day rental	$630	day	*Items must be picked up and returned to CGC front reception along with keys. All equipment extras must be reserved ahead of time.
Grey Mountain Room	$63	per hour	
Kitchen- Day Rental	$314.90	day	
Kitchen	$31.49	per hour	
Podium	$13.43	each	
Digital Projector*	$13.43	each	
4 x 8 Stage Riser per section (2 available)	$26.78	each	

Important Information for the Renter

Key & Security Code Access - keys with instructions for the security system can be picked up at CGC front reception 30 minutes prior to your booking. Picture identification is required when signing out keys.

Kitchen Amenities - access to the kitchen can be added to a GMR 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 at: Permits and licensing | Government of Yukon.

Parking Lot and Shared Entrance - renters should only be setting up in the GMR. 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 parking lot rental fees will apply.

Renter Etiquette - be aware that sound carries easily between the GMR 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.

Locking and Unlocking Outside Doors - The screwdriver is used to lock and unlock the inner doors and it hangs in the middle of the 4 doors on a cord (see photo below).

Unlocked position (pic #1) – screws are hidden in the 2 holes (see picture below). If you push to open the doors they will open with no key or pushing on the door handle. **NOTE: Please do not leave doors in this position when you leave your booking.** Locked position (pic #2) – screws are visible just above the labeled lock/unlocked sign (see picture below). Also, if you pull on the door it will not open. **NOTE: if you push on the door handle the will open when it's locked.**

Phone Access - there is a phone located in the GMR that renters can use to make local calls. Please dial '9' then the number to make an outgoing call. The phone does not allow outgoing long distance calls.

Liquor License - the GMR is licensed for a capacity of 261 for events serving liquor. The renter has two options for serving alcohol during a private function. Option 1 – complete an authorization to obtain liquor use permit (request from booking office) and drop off at the Yukon Liquor Corporation 867-667-5245 / Permits and licensing | Government of Yukon. Option 2 – contact the Whitehorse Curling Club to negotiate bar and bartending services – 867-667-2875 or info@whitehorsecurlingclub.com.

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 need.
- ☐ Confirm any extra amenities required for your event.
- ☐ 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.

During your event:

- ☐ Sign out a key/alarm code from CGC front reception.
- ☐ Do not block any emergency exits or prop open any doors and post all required permits in a visible location.
- ☐ Kitchen use: exhaust fan is on a motion sensor – light must be green for fan to work. Follow instructions posted for dish washer. Leave ovens clean and fridge empty.

After your event:

- ☐ Wipe down all tables and chairs and return to table and chair storage room.
- ☐ 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.
- ☐ Turn off dish sterilizer and exhaust fan if kitchen was used.
- ☐ Set alarm & lock all doors to GMR and kitchen. If no one is in the Curling Club set alarm in lobby and lock all doors.
- ☐ Return key to CGC front reception.

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