



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 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 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 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.