



# The Riverdale Hub

1326 Gerrard Street East. Toronto. ON M4L 1Z1 Tel: 416.465.6021

## Event/Meeting Rental Space Fee Schedule

Floor	Space	Capacity (max. # of people)*	Fee	Features/ Availability	Types of Events
3rd	West Wing (North)	70	\$200/hour	full projector screen & projector (available for rent)	meetings, forums, etc.
3rd	West Wing (South)	70	\$200/hour		
3rd	West Wing (North + South)	140	\$350/hour	full screen & projector (available for rent)	meetings, forums, etc.
3rd	Full Service Kitchen	5	\$150/hour	all appliances (including dishwasher)	classes, demonstrations, etc.
3rd	Studio / Art Gallery (East Wing)	65	\$250/hour	Artwork can be put on display	
2nd	Event Space	60	\$150/hour		yoga classes, Tai Chi classes, performances & rehearsals, etc.
2nd	Meeting Space	5	\$50/hour	furnished	Meetings
2nd	Meeting Space	10	\$80/hour	furnished	Meetings
Main	Meeting Space (Behind Cafe)	60	\$150/hour	furnished	Cafe overflow, meetings, etc.
Main	Cafe	40	\$350/hour; + Barista fees (mandatory)	furnished & equipped; MP3 player, screen, and sound system (available for rent)	
Main	Art Gallery	70	\$200/hour	Artwork can be put on	pop-up space

	(Store Front)			display	
Basement	Community Kitchen		\$70/hour		
Outdoors	Rain Garden (Private Courtyard)		\$200/hour	patio furniture; seasonal availability	photo shoots, receptions, etc.
Outdoors	Rooftop Garden		\$200/hour	seasonal availability	photo shoots

\*Please note that capacity limits may be imposed to ensure COVID-19 safety protocols are adhered to.

**Mandatory Fees:**

- Clean-Up: \$120
- Insurance: \$120 per event (waived if you have your own Insurance)
- Damage Deposit: depending on rental amount (payable in advance; refundable after event if there are no damages)
- Payment Deposit: Depending on contract (payable at signing of contract)

**Additional Fees:**

- Set-Up Fee: \$100 per space (can be waived if you prefer to do your own setup)
- Take Down: \$100 per space (can be waived if you prefer to do your own setup)
- State of the Art Sound System (3rd floor): \$150 per event
- Full screen and projector (3rd floor): \$150 per event
- Barista Fee: \$20 per hour
- Take down of existing artwork: \$300
- Installation of artwork: \$300
- Curator Fees: \$300

Please enquire about other supplies required for your event/meeting so that we can provide you with a quote (e.g., chairs, tables, tablecloths, crockery, cutlery, wine glasses, serving dishes, laptops, projectors, mobile screen, flipcharts, etc.).

**Catering Services:**

**Enquire about pricing.**

- Surcharge (18% of total invoice amount) if external catering services are used.
- Negotiable wine and alcohol prices.

*Note 1:* If Renter would like alcoholic beverages to be served at their event/meeting, the Renter will need to obtain a [Special Occasion Permit](#) from the LCBO and arrange for staffing with **Smart Serve certification**. **The application must be submitted to the LCBO at least 14 days prior to the indoor event.**

*Note 2:* The Riverdale Hub reserves the right to request security service for some events at additional cost to the Renter.

**\*Please note that masks must be worn by patrons while accessing indoor meeting and event spaces at the Riverdale Hub; Proof of vaccination is also required for indoor dining.**

*The Riverdale Hub is a vibrant green building, home to social entrepreneurs, artists, activists, and others passionate about diversity, social justice, sustainability, and community development. The Hub is an employment training ground for marginalized women, youth, and other vulnerable groups working towards sustainable livelihoods.*



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## RENTAL ENQUIRY FORM

Please send the completed form to [info@riverdalehub.ca](mailto:info@riverdalehub.ca).

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

**How did you hear about the Riverdale Hub and our spaces?**

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**Event/Meeting Type (mark with an 'x'):**

<input type="checkbox"/>	Business
<input type="checkbox"/>	Social
<input type="checkbox"/>	Personal
<input type="checkbox"/>	Other (please specify):

<b>Event/Meeting Date:</b>	
<b>Event Start Time:</b>	
<b>Event End Time:</b>	
<b>Number of People:</b>	
<b>Budget:</b>	

**Event/Meeting Space Required (mark with an 'x' all that apply):**

<input type="checkbox"/>	Community Kitchen (Basement)	<input type="checkbox"/>	3rd Floor West Wing (South)
<input type="checkbox"/>	Main Floor Cafe	<input type="checkbox"/>	3rd Floor West Wing (North)
<input type="checkbox"/>	Main Floor Meeting Space (Behind Café)	<input type="checkbox"/>	3rd Floor West Wing (North + South)
<input type="checkbox"/>	Main Floor Gallery	<input type="checkbox"/>	3rd Floor Full Service Kitchen (with dishwasher)
<input type="checkbox"/>	2nd Floor Event Space	<input type="checkbox"/>	3rd Floor Studio/Art Gallery
<input type="checkbox"/>	2nd Floor Meeting Space (5 capacity)	<input type="checkbox"/>	Rooftop Garden (Outdoors)
<input type="checkbox"/>	2nd Floor Meeting Space (10 capacity)	<input type="checkbox"/>	Rain Garden (Outdoor Private Courtyard)

\*Please note that you are restricted to the space that you are renting as agreed to in the contract.

**Is a site visit required?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If Yes, please indicate your availability for a site visit:**

**Is catering required?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If Yes, please indicate your preferences (mark with an 'x' all that apply):**

<input type="checkbox"/>	Full Menu
<input type="checkbox"/>	Light Snacks
<input type="checkbox"/>	Finger Foods
<input type="checkbox"/>	Assorted Desserts
<input type="checkbox"/>	Other:

**Provide details on catering preferences:**

\*Please note that we charge a fee (18% of total invoice amount) if external catering services are used.

**Are non-alcoholic beverages required?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If yes, please indicate the number of servings you require of each beverage:**

Coffee (regular):	Juice:
Coffee (decaf):	Water:
Tea:	Other (please specify):

\*Please note that if you are renting the cafe, a Barista is mandatory.

**Will you be serving alcoholic beverages?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If yes, please provide details:**

\*Please note that you are required to have someone with **Smart Serve certification** in attendance for the entire duration of the event. You must also **obtain and display a Special Occasion Permit from the LCBO** in a visible area during the event. The Riverdale Hub can obtain the permit and procure wine and alcohol on the Renter's behalf; however, the Renter is responsible for all associated costs (e.g., alcohol costs, permit fee, administrative costs, etc.). Please **submit the application to the LCBO at least 14 days prior to the event** to allow for LCBO processing times and advance notification to the Hub.

**Please indicate any other equipment/supplies required for your event/meeting so that we can provide you with a quote if applicable (please enter the quantity for all that apply):**

Tables (\$12.5/table)	Disposable Tableware (please ask for price)
Table Cloths (\$10/table cloth)	Coat Racks (\$30/rack)
Chairs (\$9.5/chair)	Easels (\$15/easel)
Cutlery (\$5/set)	Flipcharts (\$10/flipchart)
Plates (\$2/plate)	Markers (\$5/set)
Serving Dishes (please ask for price)	Sound System (\$150 flat fee)
Crockery (please ask for price)	Screen (\$150 flat fee for screen and projector)
Mugs (\$0.5/mugs)	Projector (\$150 flat fee for screen and projector)
Glasses (\$0.5/glass)	Wine Glasses (\$0.7/glass)
Couch (\$65/couch)	Patio chairs (\$6.5/chair)
Patio table (\$10/table)	Patio umbrella (\$20/umbrella)
Harvest Tables (\$50/table)	

**Other equipment/supplies (please specify):**

**Additional Event Details (e.g., special requests):**

