

CORNER BROOK CIVIC CENTRE

Corner Brook Civic Centre



ABOUT THE CIVIC CENTRE

The Corner Brook Civic Centre is a modern multipurpose events and recreation facility – one of the largest of its kind in the province. The Civic Centre is a hive of community activity hosting a wide variety of concerts, conventions, trade shows, fairs, weddings, sports, recreation and special events of all sizes. It is comprised mainly of two arenas, a public walking track, 7 conference rooms, and a large multipurpose court. Surrounded by the breathtaking scenery of the Bay of Islands, the Civic Centre is the perfect combination of function and form that promises to make for a highly successful and spectacularly memorable event!

Since opening its doors in 1997, the Civic Centre has established itself as Western Newfoundland's premier event facility. It was the prime venue for the 1999 Canada Winter Games and the 2016 Canada Winter Games Special Olympics. Originally called the Canada Games Centre and then the Pepsi Centre, the newly named Corner Brook Civic Centre has been owned and operated by the City of Corner Brook since the fall of 2014, hence the change of name.

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RECENT CONFERENCES AND CONVENTIONS

Over the years, the Civic Centre has hosted a wide variety of large-scale events including the following to name just a few:

- Canada Winter Games Special Olympics
- Canada Winter Games
- Newfoundland and Labrador Summer Games
- The Corner Brook Royals
- AHL Camps with the St. John's Ice Caps and Toronto Marlies
- Hamilton Bulldogs Training Camp
- Bantam Irving Cup
- Bell Aliant Pee Wee AAA Atlantics
- History of Senior Hockey events including numerous Herder Finals
- Annual Provincial Mega Tournaments
- Canadian Junior National Curling Championships
- United Church of Canada Conference
- NL Association of Fire Services Annual Conference
- Municipalities Newfoundland and Labrador Annual Convention
- NL Federation of Agriculture Annual Agrifoods and Garden Show
- East Coast Music Awards
- Concerts: Kenny Rogers, Johnny Reid, Sarah McLaughlin, Hedley, Mariana's Trench, George Jones, Alice Cooper, Heart, George Canyon, Willie Nelson, Gordon Lightfoot
- National Aboriginal Women's Conference
- VON National Convention
- NLOWE Annual Trade Show and Conference
- Newfoundland and Labrador Dental Association Conference
- NLC Annual Wine Show
- NL Home Builders Association Home Show
- Western School District Teachers Conference
- The Salvation Army Provincial Convention
- Annual ITU Triathlon World Cup
- Shows: Monster Trucks, Sesame Street, WWE
- Ice shows with Patrick Chan, Elvis Stojko
- Graduation Ceremonies for CBRH, Grenfell Campus, CNA and Academy Canada
- PAON Provincial Youth Conference
- Newfoundland and Labrador Nurses Union Convention
- Western NL Model Forest Fair
- NLHPCA-Palliative Care Convention

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CLIENT TESTIMONIALS

Here's what some of our clients had to say about their experience booking with us:

"After an incredibly successful conference for the Newfoundland & Labrador Association of Fire Services, I felt that a letter to thank the City, the Civic Centre, and most importantly the staff, would be the very least we could do to express our gratitude and appreciation for the tremendous amount of work and effort that was put into our event... This is now our 52nd annual conference that we've planned, and personally the 6th conference that I've been responsible for and I cannot begin to express how much of a pleasure it was working with the Corner Brook Civic Centre, and the incredibly attentive staff working for this facility". – Trevor Rideout, Executive Director, NL Association of Fire Services

"In a nutshell, we were very pleased and can't say enough good things about [the staff] and the setup in general. Very accommodating and service-oriented. I like the fact that I was able to reach you at the drop of a hat and you were very quick to respond. Great job, can't thank you enough!" – Colin Burridge, Principal, Academy Canada Cap and Gown

"I just have to say in all my time working with different venues over the years, I've never been treated as well as I was by you and your staff... – you rock!" – Treshana Gosse, Regional Assistant Manager, Eastern Region, Autism Society NL

"Staff are very accommodating and will go out of their way to help!" – Glenda Burbury, Western Regional School of Nursing Graduation Ceremony Coordinator

"I cannot say enough about the Civic Centre, from management, to the serving/kitchen staff, to the maintenance and AV staff, all were there to meet mine and my delegates' every need. What truly impressed me was their complete availability. Someone was always around to ask questions and provide answers." – Thea McCarthy, Chair, VON Annual Conference Planning Committee

"We have always had the utmost cooperation and assistance of the very professional and talented staff of the Civic Centre. The Centre has seen great improvements in the recent number of years and their dedication to outstanding customer service and assisting you to help you deliver a top quality product is their priority." - Christine Cave, Convention Coordinator, MNL

"On behalf of the Board of Directors, Membership and Staff of Municipalities Newfoundland and Labrador I would like to take this opportunity to thank you, and all staff of Jennifer's for the tremendous job of catering our recent 61st Annual Convention in Corner Brook. We have had rave reviews from our members on the quality of the food, presentation and the organization of the luncheon service on each day. The transformation of the [Civic Centre] Studio on Saturday night for our banquet was remarkable! Again, thank you very much." - Mayor Churence Rogers

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ICE SURFACES

The Main Arena and Kinsmen II Arena

The Civic Centre has two arenas – the Main Arena and the Kinsmen II Arena – which are used for ice sports events, concerts, conferences and trade shows. We pride ourselves on the quality of our ice as reaffirmed by the many professional-level hockey players and figure skaters who have skated here. Booth setups and floor/ice coverings are also available for trade shows and special events.



Main Arena



Kinsmen II Arena

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2016 Special Olympics Canada Winter Games Opening Ceremonies

The following table outlines the seating capacity and specs for each arena:

Arena	<u>Technical Information</u>	<u>Capacity</u>
Main Arena	Seating Capacity	3167
	Standing Room (Upper Concourse)	500
	Standing Room (ice surface)	2000+
	Ceiling Height	40'
	Area	85' x 200' (17,000 sq. feet)
	Glass and Boards	Removable
	Area (with boards and seating removed)	120' x 235'
	Loading Door	16' (w) X 16' (h)
	Power	50 feet from stage, 1200 amps, 3 phase (Ø)
Kinsmen Arena II	Seating Capacity	250
	Standing Room (ice surface)	1000+
	Area	85' x 200' (17,000 sq. feet)
	Loading Door	16' (w) X 16' (h)
	Power	1200 amps

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MEETING SPACES

From small gatherings to large conventions, the Corner Brook Civic Centre provides the outstanding facilities and impeccable service you desire to make your event unforgettable. We have over 65,000 square feet of flexible meeting space that can easily adapt to the specific needs of any size and type of group. Among its many multifunction spaces are the Main Arena, Kinsmen Arena, Hockey Hall of Fame, the Forever Young Fitness Centre, the Meeting Rooms, Canada House, and the Studio.

We know the success of your event relies on more than great facilities. That's why the Corner Brook Civic Centre sets the standard for conferences, meetings, sporting events and trade shows – all in one place. A full service banquet kitchen, caterer, and decorator are also available on site.

The following table lists the spaces which are available for rent at the Civic Centre and the floor area of each space per possible configuration:

<u>Meeting Spaces</u>	<u>Square Footage</u>
Meeting Room 1	1,200
Meeting Room 2	2,400
Meeting Room 3	1,200
Meeting Room 1 and 2 or 2 and 3	3,600 combined
Meeting Rooms 1, 2 and 3	4,800 combined
Canada House Exterior Lobby	1,200
Canada House Meeting Location 2	3,400
Studio Main Floor	12,052
Studio Mezzanine	3,354
Studio Suites 3 and 4	1,300 each or 2,600 combined
Main Arena Floor	17,000
Kinsmen Arena Floor	17,000

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Meeting Rooms 1 & 2

The Meeting Rooms are a part of the Main Arena building and can accommodate events of various sizes. The rooms can be configured as one large room, or separated into two or three smaller rooms for multifunction conferences. Each room is carpeted and contains an in-house address system and built-in projectors and screens. A dance floor can also be installed for banquets and special events.

<u>Room</u>	<u>Style</u>	<u>Capacity</u>
1 or 3	Standing	50
	Theatre	50
	Classroom	10-12 rectangular tables
	Banquet	7 oval tables
	U-shaped Boardroom	8 rectangular tables
2	Standing	338
	Theatre	250
	Classroom	25 rectangular tables
	Banquet	15-17 oval tables
	U-shaped Boardroom	14 rectangular tables
2 and 1 or 3	Standing	498
	Theatre	300
	Classroom	35 rectangular tables

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	Banquet	25 oval tables
	Boardroom	20 rectangular tables
1, 2, 3	Standing	658
	Theatre	500
	Classroom	48-52 rectangular tables
	Banquet	35 oval tables
	Boardroom	30 rectangular tables

Canada House is another large multipurpose room with a panoramic view of the city in the Main Arena building which can be converted into a meeting or banquet space to meet your specific needs.



Canada House

Its capacity is as follows:

<u>Style</u>	<u>Capacity</u>
Standing	338
Theatre	250
Classroom	25 rectangular tables
Banquet	17-19 oval tables
U-shaped Boardroom	14 rectangular tables

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The Studio is a large, versatile, multifunction recreation and events facility suitable for conventions, trade shows and sporting events. As a sports facility, its main floor surface can be divided into two large basketball courts or three volleyball courts. As an events venue, the main floor area can be divided into two separate spaces by way of a dropdown screen for multifunction conferences. It contains an in-house address system and can be converted to an event space using a floor covering and pipe and drape.



The Studio Main Floor by day



The Studio Main Floor by night

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Studio Lobby



Studio Suites

Studio Specs:

- Room Size – 92' x 131'
- Ceiling Height – 32'
- Breakfast Rooms – two rooms in balcony area overlooking the main floor
- Kitchen capable of catering for 1000, including seating, linens and tableware
- Decorating services including a dancefloor and chandeliers
- Main lobby ideal for displays and receptions
- Restrooms – male and female change areas with showers and washrooms
- Reception desk
- Electrical – three phase 1200 amp
- Service Bay – one bay 12' x 10' for easy loading and unloading

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<u>Room</u>	<u>Style</u>	<u>Capacity</u>
Studio Main Floor	Standing	1,500*
	Theatre	1,100*
	Classroom	130-150 rectangular tables*
	Banquet	50-60 oval tables*
	*Exact numbers will vary based on area for stage, catering, displays, etc.	
Studio Suite 3 or 4	Standing	30
	Theatre	20
	Classroom	8 half-width rectangular tables
	Banquet	2 oval tables
	Boardroom	4 half-width rectangular tables
Studio Suites 3 & 4 combined	Standing	60
	Theatre	48
	Classroom	16 half-width rectangular tables
	Banquet	5 oval tables
	Boardroom	8 half-width rectangular tables
Studio Lobby	Standing	470
	Theatre	250
	Banquet	7 oval tables
	Booth Setup	16 rectangular tables

Please Note:

Rectangular tables can accommodate 4-6 people banquet style or 3 people classroom style.

Oval tables can accommodate 8 people banquet style or 6 people lecture style.

Table configurations vary and must be pre-approved in accordance with Fire Safety Regulations. As such, the above capacity numbers are subject to change and may decrease depending on specific room layouts and other elements such as staging, dancefloor, catering area, bar area, etc.

*See Appendix A for Civic Centre Diagrams of rental spaces.

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ONSITE SERVICES

The Civic Centre offers professional Audio Visual services, including:

- Portable sound systems
- Widescreen and data projection equipment
- LCD TVs
- Teleconference and video conference capabilities
- Webcasting
- Press conferences
- Onsite AV and computer support technicians

The Civic Centre can manage many of your additional event requirements:

- Pipe and drape rental
- Table cloth and skirt rental
- Trade show equipment rental
- Furniture rental
- Security
- Parking control
- Tables, chairs, staging
- Photocopying/fax services
- Flip charts
- Wireless and dedicated internet



CATERING

The Civic Centre has onsite catering and an industrial kitchen capable of catering for 1000 guests, including seating, linens and tableware. We have an exclusive catering contract with a local, family-operated catering company, Jennifer's, who specializes in catering for special events, conferences and weddings. Jennifer's offers a wide variety of menu options from:

- Standard lunch and nutrition break items
- Hot & cold buffet
- Hot & cold hors d'oeuvres
- Full service seated meals including fine dining for fancy events and banquets

For more information visit: www.jennifersonline.ca

NB: The use of outside caterers is prohibited. Menus available upon request.

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DECORATING

Jennifer's Catering can also provide a full range of decorating services including, but not limited to:

- Chair Covers and Sashes
- 6" Organza Drapery
- Artificial Table Arrangements (variety of options)
- Candy Bar with Skirting and Drapery
- Ceiling Organza and Lights
- Ceiling Chandelier with Lights
- Curtained Backdrop with Drapery
- Martini Glass Centerpieces with Mirrors and 4 Votive Candles
- Table Runners
- Variety of Decorative Trees
- Wrought Iron Archway
- Table Centerpieces
- Glass Vases



BAR SERVICES

Jennifer's Catering can also provide cash bar services and dedicated bar tenders for your special events, including VIP bar services.

JENNIFER'S CONTACT INFORMATION

For specific inquiries, contact:

Jennifer's

48-50 Broadway
Corner Brook, NL
A2H 4C4

Phone: 709-632-7979

Fax: 709-632-7878

Email: jennifersgifts@hotmail.com



RENTAL FEES AND SERVICE RATES

Rental Fees and Service Rates

CIVIC CENTRE RENTAL AND SERVICE RATES

VENUE	RENTAL RATE
Main Arena (full arena)	\$10,000.00
Main Arena (3/4 arena)	\$7,500.00
Main Arena (1/2 arena)	\$5,000.00
Main Arena (1/4 arena)	\$2,500.00
Kinsmen Arena (full arena)	\$5,000.00
Kinsmen Arena (3/4 arena)	\$3,750.00
Kinsmen Arena (1/2 arena)	\$2,500.00
Kinsmen Arena (1/4 arena)	\$1,250.00
Studio (full studio)	\$1,575.00
Studio (half studio)	\$1,320.00
Studio Lobby	\$275.00
Studio Suites 3 & 4	\$66.00 ea.
Full Studio + Studio Lobby + Studio Suites	\$1,750.00
*Studio Setup Day Fee - if required	1/3 of rental fee
Meeting Room 1 & 3	\$181.50 ea.
Meeting Room 2	\$247.50
Canada House & Canada House Foyer	\$151.25

RENTAL FEES AND SERVICE RATES

ADDITIONAL EQUIPMENT & SERVICES	IF REQUIRED
Security/Cleaners (min. 4 hours)	\$16.50/hour/guard
Sound Technician	\$350.00/day
Onsite IT Support	\$250.00/day
Forklift	\$200.00/day
Forklift Driver	\$50.00/hour
Skyjack Lift	\$200.00/day
Skyjack Lift Operator	\$50.00/hour
Floor Cover	\$250.00 installation fee
Stage	\$250.00 installation fee
Dance Floor	\$200.00 installation fee
Booths & Electrical for Booths	Request quote
Pipe & Drape	\$2.00/linear foot
Coolers	\$100.00/day
Portable Sound System	\$250.00/day
Built-in AV Screen & Projector	\$50.00/day
LCD Projector	\$100.00/day
Portable Screen (small)	\$20.00/day
Podium	\$30.00/day
Flip Chart	\$15.00/day
Cordless Mic	\$20.00/day
Corded Mic	\$15.00/day
Lapel Mic	\$30.00/day
XLR Cable	\$20.00/day
3.5mm aux cord	\$20.00/day
6 Clearcom wireless headsets	\$200.00/day
Wireless Internet (secured)	\$50.00/day
Wireless Internet (unsecured)	Free

NB: All fees quoted above will be subject to 15% HST. Any additional request may be subject to additional fees.

CONTACT INFORMATION

Contact Information

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Company Information

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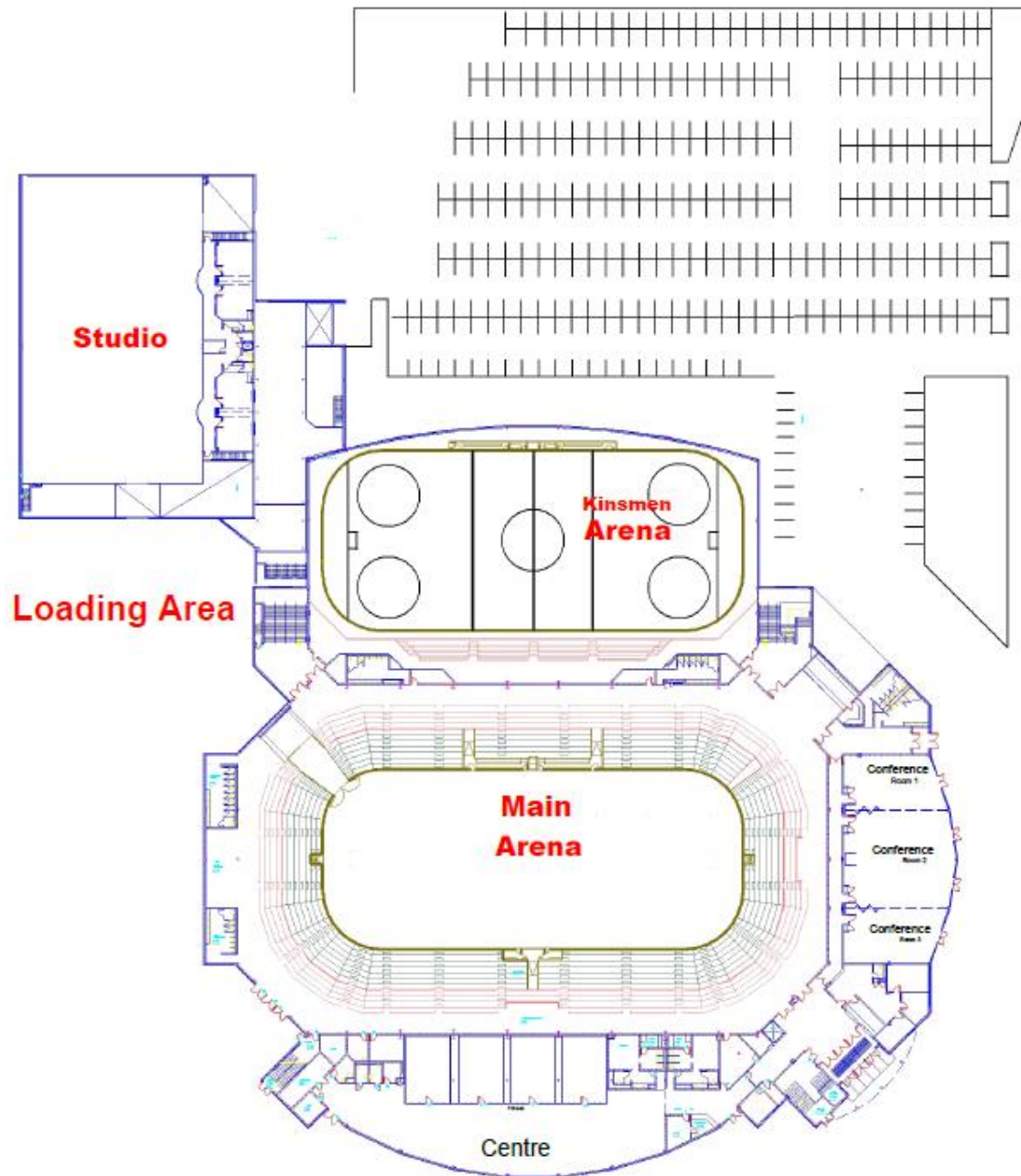


APPENDICES

Appendices

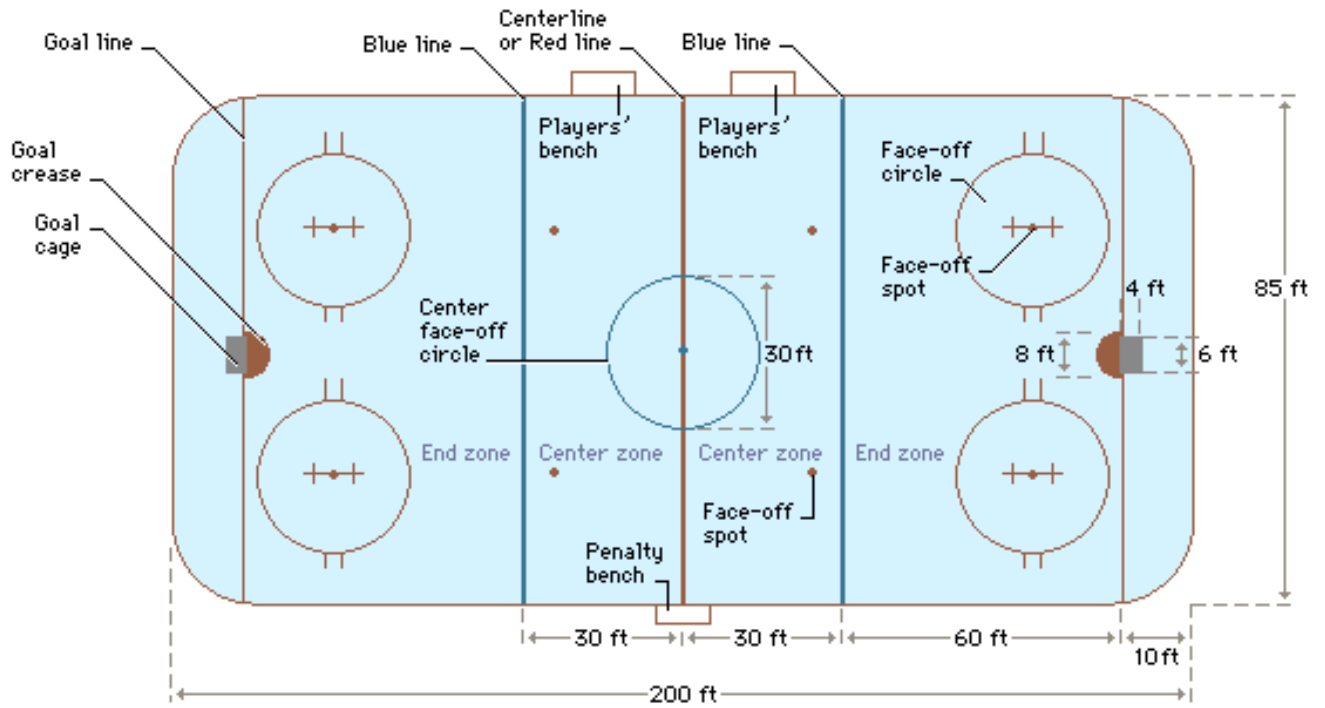
APPENDIX A – CIVIC CENTRE DIAGRAMS

Main Arena & Kinsmen Arena



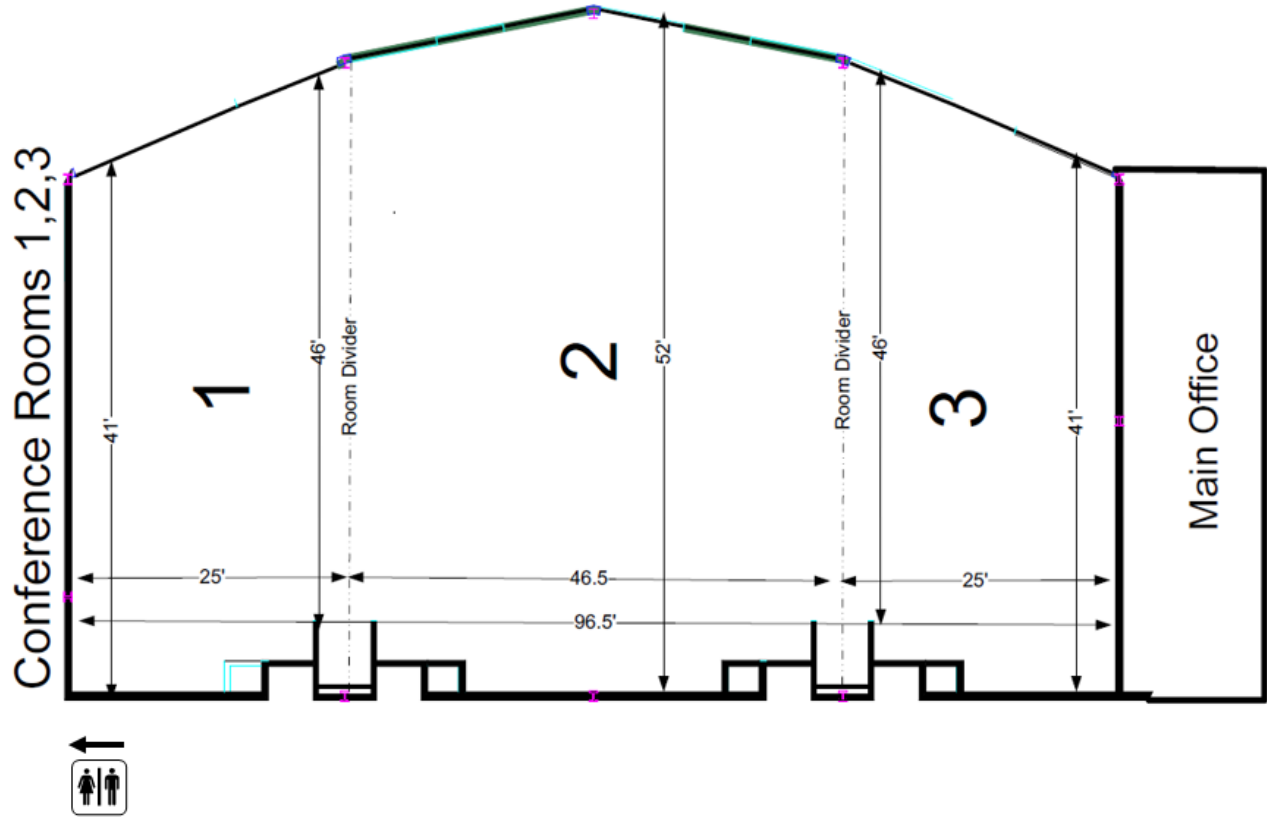
APPENDICES

Standard Ice Rink Dimensions



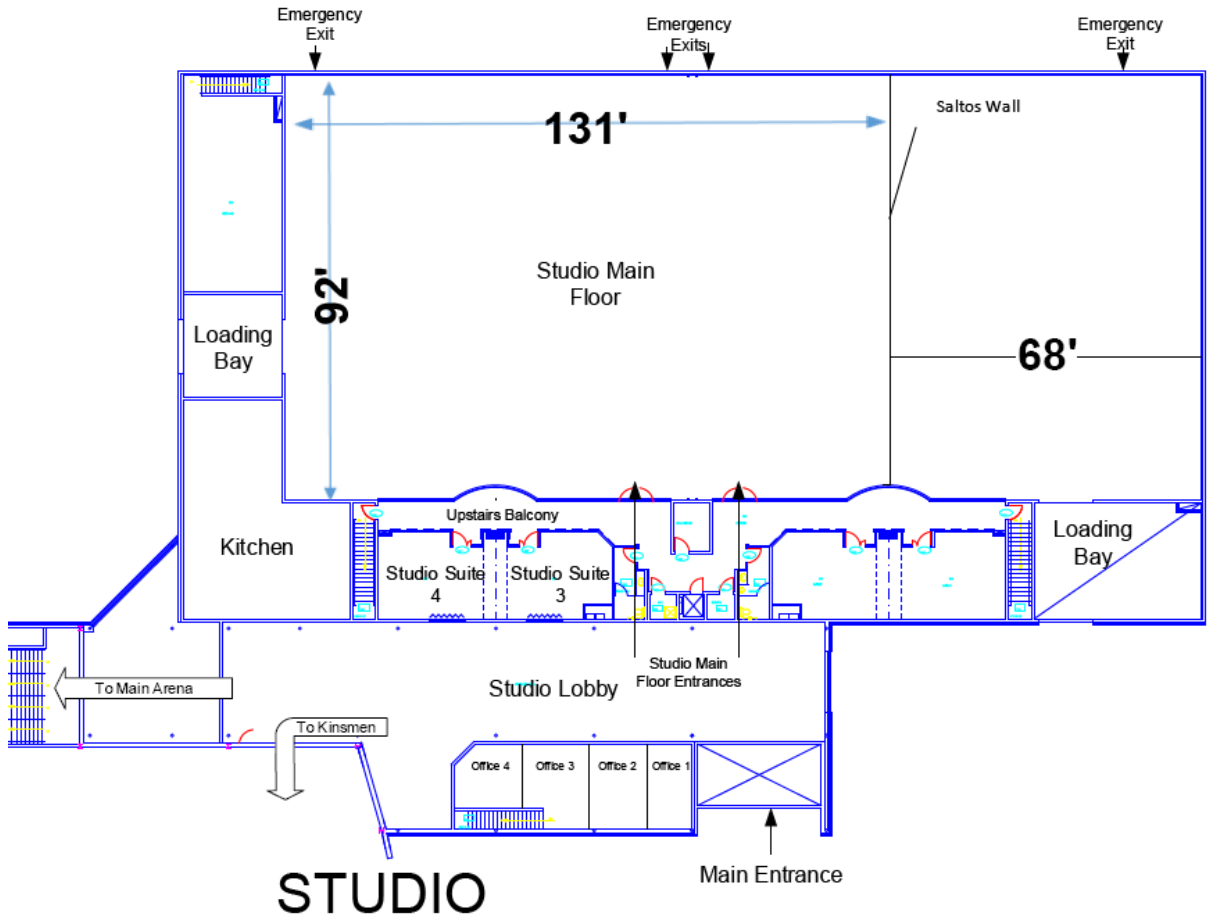
APPENDICES

Meeting Room 1, 2 & 3



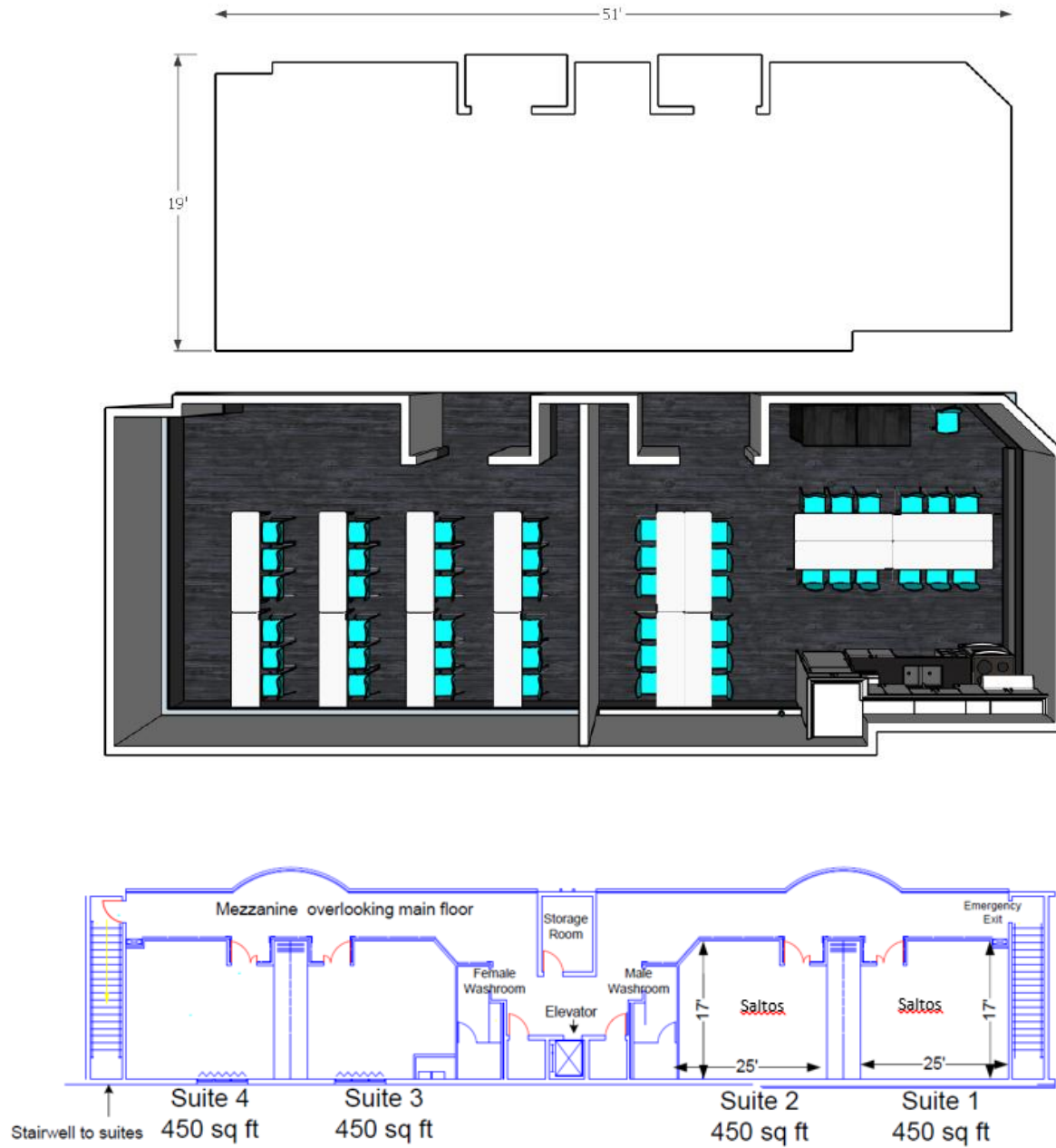
APPENDICES

Studio Main Floor, Lobby & Suites



APPENDICES

Studio Suites 3 & 4



Notes:

- * Suites are located on the 2nd floor of the Studio
- * All suites are fully wheelchair accessible
- * Suites 1&2 or 3&4 can be combined into one room of 900 sq ft (18' X 50')

APPENDICES

Canada House and Canada House Foyer

