

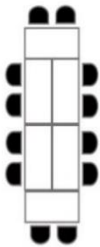
Frequently Asked Questions - FAQs

These answers will help give you direction in choosing the best possible venue for your event and will assist you in figuring out some of the vital logistics necessary for making your event a success.

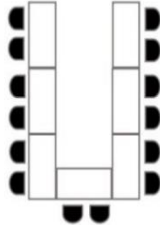
1. What is the regular capacity of our rooms?

Room	Measurement	Board Room Style	Theatre Style	Banquet Round Style	U-Shape	Standing-only /CocktailReception
Courtyard	3,200 sq.ft.	—	250	145	—	400
Dialogue Centre	1,554 sq.ft.	34	100	64	30	100
Seminar Room	395 sq.ft.	12	—	—	—	—
Multipurpose Room **	1,117 sq.ft.	n/a	n/a	n/a	n/a	n/a
Lobby		—	—	—	—	100

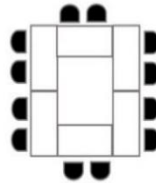
**Only available on evenings and weekends 2021



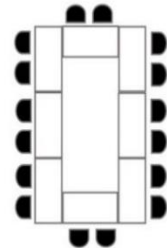
Boardroom



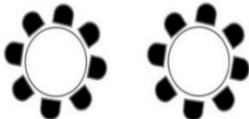
Hollow U-Shape



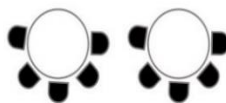
Hollow Square



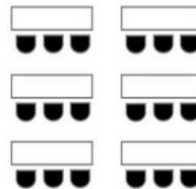
Hollow Rectangle



Banquet



Cabaret or 1/2 Moon



Classroom



Theatre

2. How much does it cost?

Customized estimates are prepared for each event based on its unique requirements such as event duration, setup requirements, # of participants etc. Please contact us at 613-691-3111 or rentals@pluralism.ca between 9 am and 5 pm for more information.

3. What is included with the room rental?

Standard furniture (120 banquet-style chairs, 30 grey flip tables, 8 – 5' round tables, 4 cushioned stage chairs) and audiovisual equipment (2 projectors, and 2 screens, 2 handheld and 4 wireless microphones). Podium with microphone, stage with skirting, HD monitor and flip boards are also available at additional cost. Moreover, catering and additional A/V, interpretation booths, linens,

furniture, and dishware rentals are also an additional charge (depending on the style of tables, chairs, linens and dishware you choose to make your event your own).

4. Do you have wedding packages?

We do not have specific wedding packages. This enables you to customize your wedding and work within your budget.

5. Do we have preferred vendors and caterers?

Yes, we do. We have a list of preferred caterers with a range of food options, drop-off, and formal lunch and dinner service, to customize to your taste. We also have preferred event rental companies so you can work with them to customize the look of the space from linens, dishware to types of tables. Our preferred A/V vendor manages our virtual equipment and can do anything you can envision. We can set you up with the most appropriate vendor to suit your needs.

6. Is there on-site parking?

We do not have onsite parking. However, ample paid parking is available next door at the National Art Gallery and on the nearby streets.

7. What is required to book an event?

We require you to fill out an event proposal form with all the details we need to provide you with a quote. Once the quote is approved, we will send you our event license agreement to sign. Upon signing the agreement, we will send you a deposit invoice of half of the rental fee (non-refundable) and a signed agreement to secure your date.

8. What is the cancellation policy? If you need to cancel the event, a notice of the cancellation must be received more than two weeks prior. The room rental deposit is non-refundable. Once you have paid the deposit, you can re-schedule your event within 6 months of the originally contracted date.

9. Can I live webcast and host a videoconference in your spaces?

Yes we are fully equipped to host you for your innovative, interactive gatherings, our unique event spaces can combine in-person presenters, virtual attendees, and any combination of real-time or prerecorded components. Host a private meeting, an online global conference, or a virtual cocktail party. We can bring your multi-dimensional hybrid events to life for all of your participants, regardless of their physical location. Our preferred A/V Vendor and webcasting service provider are available to set you up for a successful meeting or event.

10. Is your event space accessible?

Yes, our building is fully accessible.

11. What is the role of the Events Coordinator?

Our events coordinator will contact you before your event to discuss event set up, ceremony and reception timeline, and other details of your event as it relates to the venue. They are not responsible for decorating the venue or booking your vendors. They are available for questions but not involved in the specific planning of your event. The event coordinator will work with you and your vendors leading up to the day of your event to coordinate logistics.

12. Are you able to hold events while maintaining physical distancing?

Yes, we are. The current limit in Ottawa, Ontario is 50 people at an indoor event or gathering and 100 people outdoors, these numbers cannot be combined. If the event is taking place indoors, everyone must wear a mask and social distancing of 2 meters between all people who are in attendance. We will take the appropriate measures to ensure physical distancing of at least two meters between patrons from different tables.

- Patrons are required to wear a cloth (non-medical) mask, a disposable mask or other face covering when indoors at all times, except when eating or drinking.
- Maximum of ten (10) patrons per table. OPH recommends four (4) - six (6) patrons per table to limit the number of close contacts.

If you have any further questions please don't hesitate to contact the Events Coordinator by phone or e-mail at [613-691-3111](tel:613-691-3111) or rentals@pluralism.ca on weekdays between 9 am and 5 pm.

We look forward to hearing from you to make your next event a reality!