



**Rendez-vous des aînés francophones d'Ottawa**  
 3349, chemin Navan, Orléans, ON K1W 0K7  
 613-834-6808 [info@rafo.ca](mailto:info@rafo.ca) [rafo.ca](http://rafo.ca)

**RENTAL RATES AND CONDITIONS**

*Please note that site visits are by appointment only.*

	Great Hall	Lounge	Meeting Rooms
Minimum Rental (4 hours, Great Hall only)	\$450		
Additional Hourly Rate (Great Hall only)	\$75		
Hourly Rate (Lounge and/or Meeting Rooms)		\$50/h	\$30/h
Bar Service Fee (per hour for any rental):	\$15	\$15	\$15
Association or Community Organization Meeting (3-hour block)	\$125	\$45	\$45
Additional Hourly Rate (Association or Community Organization)		\$45	\$45

<b>Grandeur:</b>	<b>3,000 sq. ft.</b>	<b>1,000 sq. ft.</b>	<b>750 sq. ft.</b>
Capacity (people):	150	50	30 à 40

**Cleaning fees**

Great Hall: \$50

Lounge or Meeting Room: \$25 per room

**BAR AND BEVERAGE POLICY**

Clients must purchase **all beverages from the RAFO bar.**

**DISCOUNTS**

Nonprofit activities, RAFO members (1+ year) and employees receive a 25% discount on rentals under \$100 or \$25 off rentals over \$100.

**PAYMENT TERMS**

Reservation is confirmed only after signing the rental agreement and paying a **deposit of 50%** of the total amount. The balance must be paid no later than one week before the rental date.

*Note: 13% HST applies to the total invoice.*

## **ADDITIONAL RENTAL ITEMS**

Portable fridge: \$20/event

Access to electric stove by the renter: \$30/event

### **External catering service fee payable by the renter:**

Without kitchen access: \$50

With access to kitchen and equipment (excluding gas equipment): \$150

For RAFO catering services (meals or coffee): See RAFO catering menu.

### **Decorations at RAFO:**

Tablecloths: \$5 each

Chair covers: \$2 each

**Available Monday to Friday from 8:30 a.m. to 4:00 p.m.**

#### **Electronics**

RAFO sound and projection system, microphone, and screen (Great Hall or Lounge): \$50

#### **Virtual Sessions**

Setup, installation, training, etc.: \$20

Event time: \$20/hour for the coordinator technician

\$10/hour for technology use (3CX, internet, phone)

## **EQUIPMENT RENTAL**

For an external event (subject to RAFO availability):

Daily Rates

Plastic chair: \$2

Rectangular or square tables: \$4

Weekly Rates (for multiple days)

Plastic chair: \$5

Rectangular or square tables: \$10

Fridge: \$25