



380 Cook St
Victoria BC V8V 3X7

Phone: 250-384-6542
Email: executivedir@csvac.ca

Cook Street Village Activity Centre

Rental Information

A Great Place To Rent



Check out what we can do for you!

380 Cook St., Victoria, BC, V8V 3X7



Founders Room

Ideal for a small group, break out space or meeting

Includes: white board, tables, chairs

Standard Set Up: Board Room style

Room size: 11' x 27' Fire Capacity: 14

Capacity: 14 board room, 14 theatre, 8 classroom,
12 banquet

Non-Profits: \$15.75 an hour For Profits: \$21 an hour



Cook Street Activity Centre has been a pleasure to work with. Staff and volunteers are friendly and accommodating. Everyone feels welcome. Volunteer Victoria

Our group appreciates the opportunity to meet in such a pleasant and welcoming space. The wifi enables us to collaborate on research during our meetings in a room that is quiet, clean & staffed by friendly, helpful people. It is affordable for small non-profit groups. A bonus is that the scones are excellent! Genealogy Trackers

We can't imagine being anywhere else. It's the perfect location and great energy. It's perfect for everything we do. We have been here since 2012. Centre for Inspired Living

The space really works for us. It's great. We love being here. Senior Men's Life Enhancement



Lounge

This is our community living room. A great space where everyone will enjoy the comfort of home.

Includes: easy to move wing chairs, gas fireplace

Standard Set Up: Living Room style

Room Size: 22' x 26 1/2' Fire Capacity: 25

Capacity: 12 boardroom, 35 theatre, 24 classroom,
16 banquet

Non-Profits: \$31.50 an hour For Profit: \$42 an hour



Kitchen

Commercial kitchen can be rented under special circumstances. All people using our kitchen must have a minimum of FoodSafe Level 1 and at least one person with experience in a professional kitchen.

Capacity: 6 people Fire Capacity: 6

Non-Profits: \$20 an hour For Profit: \$25 an hour

What We Can Do For You

Included Items:

With all of our rentals, whether long term or for a single event we include several items that will help make your event run smoothly.



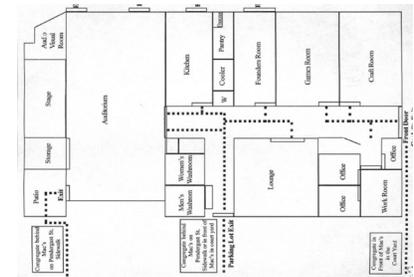
- ◇ Your contract will be prepared as soon as possible and emailed to you
- ◇ Over the phone payment
- ◇ Access to our Wi-Fi
- ◇ Tables and chairs
- ◇ Staff for short term and one time rentals

What We Need From You:

To ensure we can prepare the necessary documents quickly and easily we need the following information for all rentals:

- ◇ Contact person: name, title, business name (if applicable), mailing address, telephone/cell number, email address
- ◇ Date of the rental request
- ◇ Type of function you plan to host i.e. meeting, dinner, fundraiser, recital
- ◇ Number of people you expect
- ◇ Start and end times of your event
- ◇ Set up and take down needs
- ◇ Additional rental details
- ◇ A copy of your liability insurance

Spaces



Auditorium

A great space for large groups or if you need a big space.

Includes: stage, podium, tables, chairs.

Room Size: 60' x 40' Fire Capacity: 150
 Capacity: 74 boardroom, 150 theatre, 48 classroom,
 120 banquet, 90 cabaret
 Non-Profits: \$52.50 an hour For Profit: \$78.75 an hour



Craft Room

The perfect size for most meetings and discussion groups.

**Includes: tables, chairs, whiteboard, sink
 Standard Set up: Boardroom**

Room Size: 14 1/2' x 27' Fire Capacity: 35
 Capacity: 14 boardroom, 35 theatre, 20 classroom,
 16 banquet
 Non-Profits: \$21 an hour For Profit: \$31.50 an hour



Games Room

The best place for a games night or meeting. A fun multi-purpose space.

**Includes: billiards/snooker table, tables, chairs, whiteboard
 Standard Set up: Banquet Style**

Room Size: 20' x 20' Fire Capacity: 40
 Capacity: 24 banquet, 12 boardroom, 40 theatre,
 16 classroom
 Non-Profits: \$31.50 an hour For Profit: \$42 an hour