

Downsview Park Hub Manual

Version: October 2025

All participants are required to read this entire document to ensure they are prepared for their booking.

KEY INFORMATION

- If you are running late or need to contact a staff member on the day of your booking, please email: downsviewhub@clc-sic.ca**
 - Please note that staff begin 30 minutes before your booking so before that you may not get a response.
 - The Hub does not have a direct phone number for it, so email is the best option.
- Alcohol is NOT permitted in the Hub**
- A 36-inch clearance on all pathways to emergency exits must be maintained. Doors cannot be obstructed.**
- Smoking or vaping within 9 meters of the building is prohibited**
- The building is controlled by an HVAC system. Onsite staff CAN NOT control the heat, cooling or sound the system makes.**
- There is limit to power capacity in the Hub.**
 - *Please discuss your power requirements when booking.*
 - If the system is overloaded, it may blow a fuse and we do not have staff on site who can fix this.
 - Any damage caused by overloading the breaker may result in a fee.

Before Your Event

- Rental fees must be paid in full at least seven (7) days before your booking
- Groups are responsible for the following insurance (unless otherwise directed):

- comprehensive general liability insurance on a per occurrence basis for bodily injury to, death to, or property damage to third parties arising from its use and occupancy of the Hub in the amount of \$2,000,000.00 in full force and effect, during the event. The certificate is required to name as additionally insured parties Parc Downsview Park Inc., Canada Lands Company CLC Limited and BGIS Global Integrated Solutions Canada L.P.
- Please provide evidence of this insurance coverage to Downsview Park's in the form of a certificate or a certified copy when payment is made, listing all the additionally insured, as per the information above.
- If you, or your organization does not have insurance it can be purchased through our broker. Please email us for cost and details.

Plan ahead

- Leave enough time for set up and clean up. Your booking time is our arrival time. If you are set to use the space from 10:00 to 2:00, that is the entirety of when you will have access to the space.
 - Late arrivals will not allow a later end time. The time booked is when you have access to the space regardless of when you arrive.
- If you are running late, please email downsviewhub@clc-sic.ca
- Groups who run past their booked time, without priori approval, will be subject to an additional fee of \$50 per 30 minutes starting 15 minutes after booking end time.
- Read below for the list of what is included in the room and plan for anything your group/event will need.
- You MUST provide a floor plan diagram if your event includes any large apparatus that significantly impacts floor space (i.e. large games, inflatables) as this may impact capacity.
- No materials can be stored in the Hub before or after your booking.
- The space does not have a kitchen or refrigerator. There is no access to a kitchen or refrigerator.

Arrival

- Groups can typically enter the space 15 minutes ahead of the booking start time (subject to finish time of group before, if applicable).
- Please ring the doorbell, as the space will be locked.
- Hub staff will give you a quick tour (if needed).
- Groups are responsible for set up and clean up of the space. All furniture must be returned to the storage vault the way it was found.

During your event

- You are responsible for the conduct of your guests
 - Abusive behavior toward our staff members, dangerous behavior or violations of the conditions laid out in this document will result in ejection and/or forfeiture of funds.
- All participants must remain in the Hub other than when they are using washrooms or refilling water.
- Participants do not have access to any other office space, floor of building or gathering in entry way.
- For weekday, daytime bookings:
 - Please keep the door to the Hub always closed to ensure noise is kept inside
 - Please refrain from loud music or loud noises as we have offices in the same building.
- The front door must remain closed and can not be pried open. Staff can help open the door as needed. This is a safety feature of the building.
- Please do not allow anyone to access the building who is not a part of your group.

Departure

- Return the room to how it was found
 - All tables should be wiped down, with cleaning material provided.
 - All tables and chairs should be returned neatly to the vault.
- All garbage should be placed in appropriate bins, or beside it if too much. Additional garbage bags can be provided as needed.
- Signage inside and outside removed.
- A fee of \$50 charged in 30 minute increments applies to anything past 15 minutes following your end time (for example, if you are booked from 8:00 AM to 11:00 AM but stay until 11:30 AM, you will be charged an extra \$50, to be paid no more than 2 weeks after your event).

Room features

- Capacity of up to 60 people permitted.
 - Any bookings above this must be discussed prior to use in writing (via email).
- A Downsview Park staff member will be preset to support your group if needed
 - Weekday daytime – Please speak to the Administrative Assistant in the office who will have let you in if you have any questions.

- Evenings/weekends – Please speak to the Hub attendant who will be sitting at the desk by the Hub.
- The room includes
 - 60 chairs
 - Six folding tables (6ft)
 - Two bar height table
 - Wifi (password is in the Hub)
 - Washrooms in the hallway (women’s, men’s, single stall/accessible)
 - Water refill station in the hallway
 - 55inch flat screen TV with HDMI capacity
 - Parking, first come use, around the building
 - Vinegar and towel for cleaning up
- NOT included in the room – you will need to provide
 - Anything food related
 - Computer to connect to TV for presentations
 - Easel/flip chart and stationary
 - AV cables, extension cords
- Speaker Location and Use
 - The speaker is stored on a trolley in the Hub.
 - It is on wheels and can be moved around within the Hub only. Please do not remove it from the space.
 - If you notice any damage to the speaker before your booking, or it gets damaged during your booking please speak to a staff member.
- Microphone Storage and Sign-Out
 - Its cable is permanently attached to the speaker, but the microphone itself must be signed in and out with staff.
- AUX Cable Requirement
 - Groups must bring their own AUX cable.

Accessibility

- The space is located on the main floor of the building and can be accessed by a ramp.

- Washrooms are located on the same floor of the Hub, but through a door, and none of the washroom doors are automated.
- Accessible washroom includes a grip bar beside the toilet.

Health, Safety, and Other Precautions

- Please report any health and safety concerns directly to staff (anything broken, any dangers noticed).
- Groups are responsible for their own safety while using the Hub and agree to use the Hub and Downsview Park their own risk.

Cancellations and No Shows

- Any cancellation **MUST** be communicated to Downsview Park via email to downsviewhub@clc-sic.ca.
- Cancellations 7+ days in advance receive a full refund.
- Groups who are using the Hub for free, and fail to show up, or cancel within 7 days, will be subject to a 3-month ban from the Hub and a fee of \$75 for recoup costs.

Other Information

- Decorations
 - No tape can be used on the walls.
 - All decorations must be kept inside the Hub room (no outdoor balloons) and cleaned up after your event.
 - Outdoor signage (if applicable) must be safely secured and removed at the end of the booking.
- Deposits
 - All deposits can be picked up following event, assuming to damage or additional costs to the Hub occurred.
 - Groups are responsible for organizing the pickup of their deposits.
 - Deposits paid by cheque can be kept on file for a maximum of six months. At six months they must be replaced.
 - Cheques that have not been picked up after six months will be shredded.
 - Deposits can be typically dropped and picked up Monday to Friday, 9:00 to 5:00, please email ahead of time to ensure someone is available to welcome you.
- We encourage all groups to visit the space before they finalize the booking to ensure it works for their needs.

Diagram of Downsview Hub

